



## ***School Instrument Guidelines***

The University of New Hampshire Department of Music provides instruments to many members of the Wildcat Marching Band and Beast of the East Pep Band. Instruments are signed out by contract at the beginning of the semester and checked in at the conclusion of the semester or season, whichever comes first. Failure to check in an instrument by the designated date may result in a hold being placed on the student's record.

In order to maintain the instruments for current and future use, great care must be given to the instruments. Please police each other and ensure that you are taking care of the instrument as well as (or perhaps better than) you would take care of your own. You will be held responsible for damage beyond reasonable wear and tear. Continued problems may lead to fees or other measures.

### ***All***

- Instruments must be stored properly in their assigned location.
- Instruments must be stored in their cases outside of rehearsals and performances.
- Instruments stored in the band closet must not be left in the middle of the floor. Return to the assigned place on or under the shelves.
- No instrument shall be transported in a vehicle UNLESS it is in its hard case. If you are unable to fit the instrument case in your car, you may not transport the instrument in your car.
- In the case of inclement weather, instruments must be dried thoroughly before being put away. Towels are available in the band closet for this purpose, and paper towels are available in the annex and restrooms.
- Any and all damage or required maintenance to the instruments or cases must be reported immediately. We have the ability to do small repairs in-house. Larger repairs may need to be sent out and may result in the instrument being unavailable for several weeks. Take care of it!
- Do not allow anyone else to play the instrument unless they have been assigned the instrument.
- Do not drag cases on the ground. Get help or utilize a cart if needed.

### ***Sousaphones***

- Sousaphone bits, mouthpieces, and necks MUST be stored in the provided case. Do not let any metal parts float free in the case. A past lack of care in this area has led to most of the dents on the instruments.
- Bow and shoulder pads must remain on the instruments at all times. Exception may be made as a section for performances only, but the pads must be properly put back on immediately following the performance.

### ***Mellophones and Baritones***

- Mellophone and baritone mouthpieces and lyres must be removed before returning them to their cases. In case of a stuck mouthpiece, we have mouthpiece pullers.
- Mouthpieces must be stored in their proper place within the cases.

## ***Saxophones***

- Extra caution must be taken because of the fragility of the instruments.
- Swab the instrument following performances and rehearsals to remove extra moisture.
- Do not store with a swab inside the instrument.
- Maintain the neckstrap or harness for future use and ensure these are returned with the instrument.
- Use plastic bags to protect the instrument in inclement weather or put in cases as instructed.

## ***Drumline***

- Except in cases where they are left out to dry, drums must be stored with their covers properly on. Covers must be on for rehearsals and removed for performances or as instructed.
- Do not store extra materials that could damage the shells, hardware, or heads inside the cases.
- Cymbals must be stored in their cases and in their proper place on the shelf.
- Pep band bass drummers must use foam on the rim to protect the drum.
- All mallets must be returned to the stick back on the wall, not on the shelf.
- Any accessories should be stored with care, not carelessly tossed on the shelf in a pile.
- Please keep the area clear of trash and debris. Recycle unneeded paperwork.
- Carriers and scoops must be hung up properly.

## ***Band Closet (M217-B)***

- All those requiring access to the closet will be given the combination to locker #47, which contains the key.
- After unlocking the closet, the key must immediately be returned to the locker, and the locker closed and locked.
- If no one else is actively using the closet, you must close it when you leave. Do not assume someone else is coming. If anyone else is in the back room, do not assume they will be using the closet. Feel free to ask them.
- If the closet is out of your line of sight and not actively being used, it must be closed and locked. This includes during rehearsals.
- The contents of the closet are worth many thousands of dollars and must be protected accordingly. There is a history of theft within the building.
- If the closet is found to be left open, a schedule system will be put in place in which all those requiring access to the closet must meet during a set window of time and wait for it to be unlocked following rehearsals or performances. This is inconvenient for everyone.
- As a user of the closet, you are not entitled to use anything that is not signed out to you. If you want to use something, please see the staff for permission and to officially sign it out if necessary.
- Do not give the key locker combination to anyone who is not authorized to use the closet. If someone else wants to store an instrument there, they must see the staff for permission. A lot of people put their trust in the users of the closet not to share the combination with unauthorized users. Violation may result in the schedule system described above.

Thank you for your care and attention!