

The Lutheran Chorale

Music Sharing - Request & Agreement Form

Complete Section One of the form, save, and email to TLClibrary@aol.com

Section One:

Requesting Organization: _____

Website or Other Address: _____

The Lutheran Chorale requires the name and contact information for the person responsible for the music while in the care of the requesting organization. This will be the person accepting the music.

Name: _____ Phone: _____

Address: _____

Email: _____ Date of request: _____

The Lutheran Chorale is pleased to share its music as part of its mission. Please indicate below the music you are requesting. Please fill out one form per title:

Title: _____

Composer, Arranger: _____

Number of Copies requested: _____ Check here if need more than 50 copies:

(Please note that this is used music. Our musicians anticipate reusing this music and may have marked it accordingly. Please ask your musicians to refrain from adding any additional notations.)

Dates music requested: From: _____ To: _____

Section Two:

To the extent possible, music will be delivered to the identified contact person by the TLC Music Librarian. It is requested that a deposit of **\$35 or 15% of value of music, whichever is greater**, be made at the time of delivery to be held until music is returned. It is understood that **the deposit will be reduced or forfeited** if all copies are not returned and/or if copies are damaged beyond re-use. Acknowledged and agreed to by signature and receipt of music.

#Copies Music received: _____ (see reverse side) Verified by Recipient: _____

Verified by TLC representative: _____ Date: _____

#Copies Music received: _____ (see reverse side) Verified by Recipient: _____

Verified by TLC representative: _____ Date: _____

Date Deposit Received: _____

Deposit amount received: \$ _____

By: _____

From: _____

Date Deposit Returned: _____

Deposit amount returned: \$ _____

By: _____

From: _____

The Lutheran Chorale

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