

## Instrument Acceptance Policy

ProMusica seeks to acquire quality instruments for students' use in the classrooms of each the *Play Us Forward* Partner Schools.

### **POLICY & GUIDELINES:**

ProMusica seeks new and/or used stringed instruments, violin, viola, cello, or bass, for use in its *Play Us Forward* program. The Loft Violin Shop, being a valued community partner, will be the main point of evaluation, acceptance, and purchase of instruments for the program.

**NEW STRINGED INSTRUMENTS** are available for purchase through The Loft Violin Shop.

A donation in the amount of \$500, \$750, or \$1,000 will purchase a quality instrument, instrument case, bow, and rosin, for use by a student in the program. Donations should be made via ProMusica's website or mailed to ProMusica's offices.

Donors are strongly encouraged to purchase stringed instruments from The Loft Violin Shop. They are intimately familiar with the needs and standards of the program. Should a donor wish to donate a previously purchased new instrument, their donation will be evaluated under the guidelines below for "Used Stringed Instruments".

**USED STRINGED INSTRUMENTS** will be evaluated and appraised by The Loft Violin Shop. Only instruments of sufficient quality will be used in the program.

If the instrument is deemed in need of repair to be raised to sufficient usable quality, The Loft will estimate the cost of said repairs, and the donor will be given the option to bear the cost of said repairs. The cost of repairs will be paid to The Loft Violin Shop.

If the donor is NOT able to bear the cost of repairs, the donation will still be accepted, however neither ProMusica nor The Loft Violin Shop can guarantee the instrument will be repaired and/or used for the program.

Upon acceptance, the instrument will be appraised by The Loft Violin Shop and the donor will be provided a written value of their contribution. ProMusica will send a letter of official acknowledgement to the donor.

All instruments, once accepted, cannot be guaranteed for use in the *Play Us Forward* program. Use in the program will be agreed upon by The Loft Violin Shop and ProMusica.

Monetary donations in any amount will be accepted toward the *Play Us Forward* program. Donations may be made online at ProMusica's *Play Us Forward* website ([promusicacolumbus.org/playusforward](http://promusicacolumbus.org/playusforward)) or mailed to the ProMusica office. Checks should be made out to "ProMusica Chamber Orchestra" with "Play Us Forward" on the memo line.