

TERMS AND CONDITIONS

Entering into a rental agreement with Guthrie Music Library implies acceptance of all stated Terms and Conditions.

WHO IS ELIGIBLE FOR RENTAL?

Orchestra

All professional, semi-professional and community orchestras are eligible to rent music from Guthrie Music Library, provided:

- Organization maintains an active web presence.
- Organization advertises its performances as open to the public.
- Organization has a recognized conductor, named librarian and bookkeeper.

School

All schools with a recognized orchestra music program are eligible to rent music from Guthrie Music Library.

Other

These are to be determined on a case by case basis.

REQUIREMENTS FOR RENTAL

All organizations wishing to rent music from Guthrie Music Library must submit a formal request for music providing the following information:

- Name and composer of composition (and any other requirements, i.e. arranger)
- Complete name of organization
- Name of conductor, librarian and person responsible for accounts payable
- Complete shipping information, including contact phone number
- Complete billing information, including contact phone number
- Date(s) of performance (s)

PAYMENT

All organizations are billed on a 30 day invoice, with due date listed in the "Notes" section of the invoice. Schools and Universities are billed to Purchase Order with the express understanding that invoice and P.O. will be forwarded for approval and payment within 30 days. Payment may be made with check or credit card. Exceptions may be made upon request for late payment if Guthrie Music Library is informed in a timely manner prior to invoice being due. (One example would be a small orchestra on a limited budget, which would like to pay after the performance.)

SHIPMENT

All music is shipped through FEDEX. If an organization needs music on a short time limit the additional charge will be added to the invoice. Music must be returned using either FEDEX or UPS. Organizations are informed of this requirement. See attachment.

NON-USE RETURN

Music which is determined to be the wrong edition or mistakenly ordered by librarian may be returned at no rental fee under the following conditions:

- Guthrie Music Library is informed no later than 10 days after original shipment.
- Rented music will be returned no more than 5 days after approval from Guthrie Music Library.
- Shipment costs are still payable.

REGULAR-USE RETURN

Music is required to be returned to Guthrie Music Library no later than fourteen (14) days after performance. After that time, a late fee will apply. Music must be returned by either FEDEX or UPS. An extension in return date may be obtained if an organization formally requests an extension from Guthrie Music Library. Extension may not be greater than two weeks or the organization will be charged a late fee.

LATE FEES

Late fees apply if organization does not pay or return rented music in a timely manner. Late fees are stated on the invoice provided to renting organization. After 31 to 60 Days an additional \$150.00 will be added to the original invoice total. For invoices over 61 days old at total of \$300.00 in Late Fees will be charged to the original rental fee.

NO FURTHER RENTAL FOR NON-PAYMENT

If an organization does not pay rental and shipping fees in a timely manner, late fees and additional charges are added. If organization fails to pay after notice from Guthrie Music Library and does not communicate any challenge to payment (i.e. lack of funds, lost in shipment, change in accounting person) then that organization is placed on a DO-NOT-RENT list until all past fees are paid. Guthrie Music Library reserves the right to require payment in advance for subsequent rentals until a record of timely payment is re-established.

LOST MUSIC

If an organization loses music in its possession either because an individual orchestra member has lost any individual part or because a part was lost due to fire or flood, the organization will be charged for the replacement of the part(s). If the music is lost in shipment and organization can prove that it was placed in shipment, then a claim for reimbursement will be made to the losing company by the renting organization.

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