



## Performing and Fine Arts

Houston Hayes, Director  
P.O. Box 19432  
Houston, TX 77224-9432

Office Location  
Westchester Academy  
901 Yorkchester  
Houston, TX 77079  
713-251-1995

Dear Band or Orchestra Parent:

It is time to apply for or renew your instrument coverage under the Spring Branch Band and Orchestra Instrument Insurance Program. Attached you will find coverage and claims information and an application for coverage.

The premium for starting September 1<sup>st</sup> for **2022-2023** will be:

- **\$20.00** per instrument valued up to \$2000\* with a deductible of \$50
- **\$28.00** per instrument valued from \$2000 to \$3999\* with a deductible of \$60
- **\$35.00** per instrument valued from \$4001 to \$5999\* with a deductible of \$70
- **\$40.00** per instrument valued from \$6000 +\* with a deductible of \$80

\*Incoming freshmen may begin their coverage on June 1, 2022 by adding an additional \$5.00 per instrument. Coverage will be effective through August 31, 2023.

The deductible amount will remain as shown above (per loss) and the maximum benefit for any one instrument is the maximum listed above for each payment category for repair or replacement for accidental damage or theft. Negligence is not covered. This includes placement of instrument in an insecure place, setting an instrument down and walking away (leaving it unprotected) or damage from heat, moisture, or mold.

The policy is effective September 1, 2022, through August 31, 2023. If you wish to enroll, simply complete the form supplied with this letter and attach your check or money order in the amount specified above made payable to **SBISD**. If you were covered under the policy last year (2021-2022), your coverage remains in force through August 31, 2022. If you were not covered under last year's program, your coverage will be effective on September 1, 2022, or upon receipt of your completed enrollment form and check or money order after that date. Submit your attached completed form with check or money order to your child's band or orchestra director, no later than August 26, 2022 in order for insurance to take effect on September 1, 2022.

Please file the attached information for future reference concerning your coverage and responsibilities in the event of a claim.

Sincerely,

Houston Hayes  
Director of Fine Arts  
Spring Branch Independent School District

Parent or Guardian,

Your child has been issued an instrument by the music department of Spring Branch ISD. The instrument is owned by the school district, but your child is responsible for taking care of the instrument while it is checked out and for returning the instrument in the same condition as when it was issued, allowing for normal wear.

You are also strongly encouraged to insure the instrument. Application forms for music instrument insurance are available from the campus director. Review your home-owners policy to determine any coverage provided as well.

Please, read and sign the statement below. Return this agreement to the band or orchestra director.

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I understand that my child has been issued a school-owned instrument by the Spring Branch ISD. The value and condition of the instrument are listed below. I am responsible for its return in the same condition as when issued allowing for normal wear.

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Parent signature

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Name of student

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Date

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School year

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School

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Instrument

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Home address

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Serial #

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Home phone

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Value

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Work phone

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Condition

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***To be completed by Campus Director:***

Date \_\_\_\_\_

Received by \_\_\_\_\_