

The Pingry School Music Department
Short Hills Campus
T. Berdos, 9-2010

Instrument Rental Procedures

Musical instruments are needed for all students in Band and Strings, for classes during the day and after-school enrichment. If a student does not already own an instrument, the logical choice is to rent one. Instruments may be rented from any music store. We do recommend The Music Shop in Boonton for your convenience. Their driver comes to the school each week, and will drop things off for you here. The Music Shop (TMS) has always provided fine instruments and quality service to our students. These procedures will assume you are rent through The Music Shop.

To rent an instrument, obtain a rental form from me, Ms. Miller, or the school office. Fill it out and place it in my mailbox. I will make sure the TMS driver picks it up at his next visit to the school. Plan for a turnaround time of 1-2 weeks between filling out the form and obtaining the instrument.

You can also rent the instruments online. Go to www.themusicshop.com and follow the directions for instrument rental. The school code for Pingry/Short Hills is **105802**. You will need this code to complete the rental.

String students **must be measured** before renting an instrument. Please email me at tberdos@pingry.org and request that your student be measured. Tell me which homeroom your student is in so I can make arrangements with the teacher. I will email you back with the size and you can enter that information on your rental form.

In order to have an instrument in time for the after-school enrichment program, you need to fill out rental forms as soon as you sign up for the class. Renting the instrument is the responsibility of the student/family. Please be prompt with your rental in order to take full advantage of the class!

Along with renting the instrument, you will need to purchase a lesson book. There are other supplementary materials that are also available via the rental form. If you do not have a music stand, you should purchase one. Instrument care kits are strongly recommended. Woodwind players will need reeds. Violin and viola players should purchase the shoulder rest. The DVD is not required, but can be very fun and motivating for the student. If you have any questions about supplementary materials, please email me or Ms. Lane (for string players).

Your rental agreement is between you and TMS. The only role we at the school play in the rentals is that we are a pick up/drop off site. Having said that, if you need my assistance with your rental, please do not hesitate to email me. We want things to work smoothly for each student.

TMS usually allows students to keep instruments over the summer. When the student no longer needs the rental instrument, it should be promptly returned to TMS. Call TMS at (800) 553-0633 for return instructions.

Please let me know if you have any further questions about our instrumental rental procedures, and best wishes for a great year of music making!

Tom Berdos
Music Faculty, The Pingry School

Contact Information:

The Music Shop 56 Fanny Road, P. O. Box 688, Boonton, NJ (800) 553-0633, www.themusicshop.com
Tom Berdos, Music Department, tberdos@pingry.org
Caryn Lane, Strings Instructor, clane@pingry.org