

## INSTRUMENT LENDING | INSTRUMENT TRANSPORT

### Instrument lending

#### General rules:

Teachers and employees at the University of Music FRANZ LISZT Weimar and pupils of the Music High School Schloss Belvedere may borrow a number of instruments—including historical instruments.

In order to borrow an instrument, you must complete the relevant form. You will find this available for download [here](#), or you can obtain a physical copy from Nicole Fuchs at the lending office.

The instruments are given out from the instrument storage at the administration building. Depending on the value of the instrument, you may be required to pay a monthly fee for borrowing it. For instruments exceeding a value of Euro 2,550, you will also be required to pay for the instrument's insurance. You will find detailed rules and price lists in the lending regulations.

#### Lending hours:

only by appointment

### Contact

#### Nicole Fuchs

Budget and Finances

Acquisition | Inventory Management and Lending | Instrument Lending

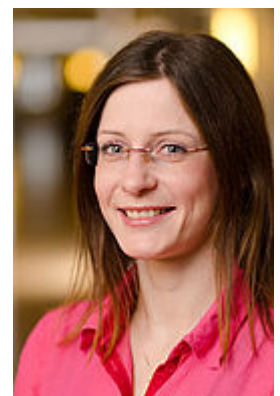
Administration Building - Kaufstraße

Room: 316

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### Instrument transport

## In general:

We only provide instrument transport for events run in cooperation with the University of Music FRANZ LISZT Weimar!

We only provide instrument transport if your event has been formally registered!

### 1st step:

Register your event (for information, click [here](#)).

Complete the form titled '[Antrag Instrumententransport](#)'. You will also find the form in your relevant Dean's office.

You must ensure that the form is signed by the person who is responsible for the instrument you wish to move.

Only by doing so, can we make sure that the borrowed instrument is not needed for any scheduled teaching or another event.

### 2nd step:

Please submit the completed form to Nicolae Vezure at least four weeks before the proposed date of transport.

## Contact

### Nicolae Vezure

Event Management Office

Room Management | Registration of Events | Instrument Transport | Renting

Fürstenhaus - Main Building

Room: 024

@ [nicolae.vezure\(at\)hfm-weimar.de](mailto:nicolae.vezure(at)hfm-weimar.de)

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