Costume Sign-Out Form

Borrower:		Organization:	
Phone Number:		Email Address:	
Production:		Venue:	
Date Borro	wed:	Return Date:	
Quantity	Descript	tion	Returned?
	I hereby agree to the costume sig	on-out noticies (see reverse)	
Borrower's	s signature:		
Costume Sl	hop Manager's signature:	Date:	

Costume Sign-Out Policies

- Once signed out, all costumes are the responsibility of the borrower noted above.
- All costumes must be returned by the date specified on this Costume Sign-Out Form.
- If you are unable to keep your return appointment, contact the Costume Shop Manager at least 24 hours in advance to reschedule.
- No item may be cut, dyed, painted, or altered in any other way without specific consent from the Costume Shop Manager or Production Manager. (*Most alterations will be approved; you* simply need to ask!)
- If an item is lost or damaged, the borrow agrees to replace the item or provide reimbursement equal to the value of the lost/damaged item.
- After being returned, all items will be cleaned/laundered by the Costume Shop Manager. Any cleaning/laundry required during the term of the loan is the responsibility of the borrower.