

Borrowing Agreement

Borrower

Lender

Name:

Name:

Phone:

Phone:

Email:

Email:

Production:

Company:

IMPORTANT NOTE: Student borrowers must discuss any borrowing arrangements with the Production Manager in advance, and must provide a signed copy of this agreement to the PM.

Item Description	Approved Alterations	Value

Date Borrowed:

Return Date:

The "Lender" (listed above) hereby permits the Washington College Department of Theatre & Dance (the "Borrower"), to borrow the items listed herein for the dates noted below. The Lender further agrees that the Borrower may make any of the "approved alterations" noted herein, but that any additional changes (paint, structural repairs, upholstery, adding/removing trim, size adjustments, etc.) must be approved by the Lender in advance and in writing. If any borrowed item(s) are damaged (beyond reasonable wear & tear), lost, or unreturned by the return date indicated, the Borrower agrees to either replace them (if reasonably possible) or reimburse the Lender for the item's value (as indicated below).

Agreed and approved by:

Borrower Signature:

Date:

Lender Signature:

Date: