



## 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/launched by the Costume Shop Manager. Any cleaning/laundry required during the term of the loan is the responsibility of the borrower.