

# LEWIS AND CLARK COLLEGE COSTUME/PROP LOAN AGREEMENT

Full name	
Graduation Date (if applicable)	
Production	
Production Company	
Email	
Phone Number	

The below electronic signature constitutes an agreement that the stated person has read and accepted the following terms and conditions: **the signed patron is liable for any and all items borrowed from the Lewis & Clark college theatre department.**

The loaned item will be returned to the appropriate staff member no later than the listed date of return. Should the item not be returned by the agreed upon date, the staff reserves the right to contact any listed person and/or contact. Should the item be returned in a worse condition than that upon when it was lent, or should the item not be returned for any reason, the Lewis & Clark College staff reserves the right to request a replacement at the expense of the signed patron. In the case of **damaged items or failure to return a borrowed item, the appropriate replacement will be selected by an appropriate staff member.**

If the item being borrowed is a costume or worn item of any kind, it is to be washed and sanitized before it is returned. Any borrowed prop is to be stored in specified receptacles or with the signed patron's personal belongings.

I,

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, have read, understand, and agree to abide by the above terms and conditions.

Date of Reception	
Planned Date of Return	
True Date of Return	

*List items borrowed below AND/OR photograph and upload to folder in drive*