

Costume Shop Lending Agreement

BORROWING:

- The borrower is responsible for all of the items checked out in his/her name
- Costumes may only be borrowed for **Theatrical Productions or Class Projects**. If it is discovered that you have borrowed items from the collection for any purpose other than these, **you will be fined \$50** (charged to your student account) and **you will be banned from borrowing from the collection**.
- The borrowing period is **Two Weeks**. A reminder email will be sent out to you the week that your costumes are due. If you need your items for longer, you **must request a renewal (via the costume shop email—wescostumes@gmail.com) BEFORE the date the costumes are due. Additionally, you must bring all items in before being granted a renewal.** If the collection manager sees that all of the pieces are there and in good order, you may be granted an extension.
- Any minor alterations the borrower wishes to make must be approved by Leslie Weinberg. It is expected that all alterations will be undone once the costumes are returned.
- You may only have a total of **fifty items checked out at one time**. If you need more than fifty costumes, you must email costumeshop@wesleyan.edu **at least two days prior to coming in to check out costumes** explaining why you need the additional costumes.

CLEANING:

THE BORROWER IS RESPONSIBLE FOR THE CLEANING OF THE ITEMS HE/SHE CHECKS OUT

- It is up to the discretion of the costume collection workers whether or not the costumes need to be cleaned.
- If you decide not to use a particular costume, return it **BEFORE** the date of your production or project and you will not be charged cleaning fees, assuming the costumes are clean.
- **If the items smell like smoke, you must pay for them to be cleaned even if they were not worn.**

Garments borrowed will fall into one of these two categories:

- **Dry Clean Only:** These items are returned to the shop and we send them off to be dry-cleaned. Resulting charges will be billed to the appropriate student or department account. A list of typical dry cleaning charges will be available in the shop for estimates. Please note that these are only estimates, and cleaning charges for certain costumes could exceed these costs.
- **Washable:** Washed by the costumer before being returned to the shop.

FINES:

A borrower will be charged for:

- Dirty “Washable” Costumes (**\$3 per unwashed garment**)
- Late Costumes
 - **1 day late-1 week late: \$5 per item**
 - **1 week late-2 weeks late: \$10 per item**
 - **If the items are more than 2 weeks late, you will be charged to replace them.**
- Missing or damaged costumes (**Customer will be billed for the full cost of the missing or damaged item + a \$25 replacement fee**)
- If damage to a costume is minor, such as a small rip or tear, the customer may only be charged a **\$5 repair fee** as opposed to the cost of replacing the entire garment.
- Costumes left at the shop door or returned outside of lending hours (**a flat fee of \$15**)
- Borrowing a costume for something other than a theatrical production or a class (**a flat fee of \$50**)
- **Fines will be charged to the Borrower's student account. These fines cannot be directly charged to a production or student group. Reimbursement is the responsibility of the borrower.**

CONTACT INFORMATION:

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Email: costumeshop@wesleyan.edu, cmilik@wesleyan.edu