

Costume & Prop Loan Log – Costume & Prop Loft

Borrower Name	Organization / Production	Phone Number	Email Address

Borrow Date	Return Date	Actual Return Date

Costume / Prop Description (include color, size, era, pieces)

Quantity	Condition at Checkout	Condition at Return

Photos Uploaded to Google Drive (Initials)

Responsible Party Signature	Date

Agreement & Disclaimer:

By signing above, the responsible party agrees to return all borrowed costumes and/or props in the same condition as received, normal wear excepted. Any damage will be assessed a repair fee of **\$25.00** up to **\$100.00**, not to exceed the full replacement cost of the item(s). Items not returned within **10 days** of the listed return date will be assessed a late fee of **\$1.00 per day** until the item(s) are returned.