Tusculum College - Arts Outreach
Costume Shop

Costume Loan Request Policies Agreement

The Tusculum College Arts Outreach sets forth the following policies, terms and conditions that govern the operation of the Costume Shop and loan requests. A signed copy of this procedure will act as an agreement between TC Arts Outreach and the “borrower”.

1. For liability purposes, no one is admitted to the Costume Shop unless accompanied by TC Arts Outreach personnel.

2. All requests to borrow costumes must be made through the TC Arts Outreach office. Call 798-1620 to consult with Costume Shop manager and to make appointment for picking up items to be borrowed.

3. Greeneville City and Greene County teachers and school staff may borrow costumes for educational programs in their schools.

4. Requests to borrow costumes must be made at least two weeks in advance. Because of theater production schedules throughout the year requests may need to be declined. However, every effort will be made to fulfill costuming needs.

5. Costume requests for personal use may be arranged on a limited basis at the discretion of the shop manager.

6. No alterations are allowed to costumes without written consent and direction from the shop manager.

7. All costumes must be returned in a timely manner, to the shop manager. All items must be professionally dry-cleaned and in good condition.

8. Failure to return borrowed costumes in a timely manner or in poor condition may result in the loss of privilege to borrow in the future and/or borrower may be charged a fee valued at the estimated replacement cost of the item/items.
9. Borrower agrees to give credit to or recognize costuming by TC Arts Outreach in any printed publicity or event program. (Example: “Costuming provided by Tusculum Arts Outreach”, or “Some costuming provided by Tusculum College Arts Outreach”). Lending costumes to schools and the community is a service provided by TC Arts Outreach. Documentation of this community service is needed to help ensure continued funding. Failure to properly and publicly acknowledge this outreach effort may forfeit the future privilege of borrowing from the Costume Shop.

10. Borrower agrees to complete an evaluation form provided by TC Arts Outreach.

I have read and understand the above stated policies and conditions and do agree to abide by them.

____________________________________  ___/___/___
Borrower’s Signature  Date

School or Organization: __________________________

Event: _______________________________________

Date of event: __________________________

__________________________________________
TC Arts Outreach Staff

Form A
Revised August 2008