

# UPS Theatre Department Costume Loan Policy

The following regulations are designed to protect the borrower and UPS

This policy exists to allow qualifying organizations, students and faculty to borrow costumes from UPS Storage for use in class work, University sanctioned events or theatrical productions within the community. Costumes are not available for unofficial functions, parties, Halloween or other personal use.

- I. Organizations/individuals may borrow from storage, by appointment with the Costume Shop Manager or designated shop assistant. Appointments must be made with adequate notice and must be at the Costume Shop Manager's or designated Shop Assistant's convenience.
- II. A **COSTUME LOAN AGREEMENT** must be filled out and the individual signing the contract will be responsible for replacement, repair or payment for any damaged item. Item's worth will be assessed by its replacement cost. Some fragile or difficult to replace period items may not be loaned.
- III. Costumes will be loaned per assessed need by individual case, only if they are not anticipated as being needed for upcoming University productions.
- IV. Under no circumstances is a costume to be cut or permanently altered in any way or used for any other purpose than that stated in the loan contract, unless permission is otherwise given and noted.
- V. Costumes altered other than for minor fit issues i.e. hems, taking in or letting out of seams and should be returned in original condition unless permission is otherwise given and noted.
- VI. All items must be returned by the date specified on the loan contract. Late returns may accrue a fee. Returns must be made to a staff member in the UPS Costume Shop during regular costume shop hours (see item I).
- VII. **All costume items must be cleaned prior to return.** Dry cleaning or special cleaning treatments will be noted in the loan agreement.
- VIII. Cleaning requirements for student projects will be negotiated on a case-by-case basis depending upon the conditions of the costume's use and the cleaning requirements of the costume.
- IX. Conditions of loans to other theatre groups and on campus groups include program recognition of the UPS Costume Shop.
- X. Conditions of loans to outside theatre groups include reciprocal loans.

Questions should be addressed to:

Costume Shop Manager  
University of Puget Sound  
**(253) 879-2759**