

# THEATRE UNI COSTUME STUDIO

FACULTY, STAFF, STUDENT, UNI ORGANIZATION COSTUME RENTAL REQUEST  
24 hour notice required

Name \_\_\_\_\_

Student # \_\_\_\_\_ Social Security # \_\_\_\_\_

Date of Request \_\_\_\_\_ time \_\_\_\_\_

Date of Return \_\_\_\_\_ time \_\_\_\_\_

Course name/number \_\_\_\_\_

Faculty Authorization \_\_\_\_\_

Fee (\$10.00 per costume) \_\_\_\_\_ paid \_\_\_\_\_

Costumes Requested:

UNI Theatre Costume Studio lends costumes for performance or educational situations only. We do not rent costumes for parties, costume balls, or dinners. Requests will not be considered unless request form is complete. Under the terms of this agreement, borrowed costumes are required to be returned by the date specified unless previous arrangements have been made with the Costume Studio. Fees for late returns are \$5.00 per day and will be charged to U-Bills. Costumes must be returned clean: Laundered or dry cleaned at the expense of the borrower. Appointments must be made for return of costumes, especially those borrowed for use during finals week. There will be no lending during production weeks for Theatre UNI productions.

Signature: \_\_\_\_\_ date \_\_\_\_\_