

HAMPSHIRE COLLEGE THEATRE PROGRAM

BORROWING CONTRACT

Please fill out all fields

Name: _____

Telephone: _____ Email: _____

Organization/Div III Student: _____

Description of Activity:

- Div II Workshop Div III Film Club _____
 Div III Workshop Guest Artist Other _____

Location of Activity: _____

Production Dates/Intended Dates of Use: _____

Return Date: _____

Item Borrowed	Item Borrowed

Staff Costume Supervisor: _____ Date: _____

Staff Technical Director: _____ Date: _____

Properties Monitor: _____ Date: _____

By signing this contract, I agree that I am responsible for the security, integrity and safe return of all items that I borrow, and agree to attend to any cleaning/upkeep and/or pay a damage deposit. I understand that this includes my responsibility to:

- Properly clean all costume and dishware items before returning them;
- Replace or pay for missing/damaged items at the discretion of the Properties Monitor;
- Return all items directly to the Properties Monitor.

Borrower's Signature: _____ Date: _____