

Costume Department

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TERMS AND CONDITIONS:

- Person checking out costumes is responsible for items, this includes fees for damages or replacement costs. Refer to REPLACEMENT / DAMAGE FEE chart. (See reverse side of Checkout Agreement Form)
- YOU MAY NOT use staples, duct tape, or glue items onto costumes.
- If necessary YOU MAY use pins or masking tape only.
- YOU MAY NOT permanently alter any of the costumes.
- Costumes must be returned in the original condition as they were when checked out.
- To alleviate costume damage get appropriate sizes for each student.
- Costumes are to remain in your possession - STUDENTS MAY NOT take costumes home.

CHARGES FOR LOST AND DAMAGED ITEMS	DESCRIPTION	REPLACEMENT / DAMAGE FEE
Small items repairs	(i.e. buttons, jewelry, scarves etc.) depending on replaceability of item.	Minimum \$1.00 Maximum \$5.00
Lost Props and Accessories	i.e. parasols, hats, shoes, etc.	Minimum \$4.00 Maximum \$40.00
Damaged repairable items / non-repairable items	Damaged items that can be repaired depending on the severity of the damage. If item is damaged to the degree of no-repair - estimated item value fee will be charged.	Damaged repairable items: Minimum \$7.00 Maximum \$20.00 Non-repairable items: Estimated Item Value will be Charged
Lost, not-returned	All items need to be returned at the same time. If items are not returned, you will be charged the Estimated Item Value price.	