Terms & Conditions
For Borrowing NYT Studio Costumes

By borrowing costumes from the NYT Studio, the borrower agrees to follow the procedures below to help maintain an accurate costume inventory and ensure costumes are properly cared for and returned.

1. Checkout Form

Before removing any costume from storage, the borrower must complete the Costume Borrowing Form.

The borrower is responsible for accurately providing all requested information, including:

- Borrower's name
- Group (show, company, musical theater)
- Costume name or description
- Costume storage location, including the appropriate bin number/rack number
- Date borrowed
- Estimated return date

The form must be completed each time costumes are borrowed.

2. Costume Inventory

The borrower must also update the costume inventory (within each costume document) at the time the costumes are removed. See Costume Look Book.

The borrower is responsible for accurately recording the quantity of each costume size being borrowed.

For example, if a costume includes multiple sizes, the borrower should indicate the exact number removed from each size, such as:

- In the 3rd right column, note your name and how many of each size is borrowed. If no 3rd right column exists, add one. When costumes are returned, update the inventory to reflect that.

The borrower agrees not to remove costumes without documenting the items on both the Costume Borrowing Form and the costume inventory.

3. Care of Costumes

Borrowers are responsible for taking reasonable care of all costumes while they are in their possession.

Costumes should be protected from unnecessary damage, stains, or improper use.

Any costume that is damaged, lost, or otherwise unable to be returned in its original condition should be reported to the appropriate costume inventory & the Studio Costumer as soon as possible.

4. Cleaning Before Return

Unless otherwise instructed for a specific costume, borrowed costumes must be properly washed or cleaned before being returned.

Borrowers should follow any washing or care instructions associated with the costume.

Costumes should be completely clean and dry before being placed back into storage.

Wet, damp, or excessively soiled costumes should not be placed into storage bins or returned to costume racks.

5. Returning Costumes

All costumes must be returned by the estimated return date whenever reasonably possible unless you have communicated with the Studio Costumer.

When costumes are returned, the borrower is responsible for returning each item to its **original and correct storage location**.

This includes:

- Returning costumes to the correct numbered bin
- Returning hanging costumes to the correct rack
- Returning costumes to the appropriate section or designated storage area
- Keeping costumes organized in the same manner in which they were originally stored

Costumes should not be left on tables, floors, counters, chairs, or in an undesignated storage area for someone else to put away.

6. Updating Inventory Upon Return

When costumes are returned, the borrower is responsible for updating the costume inventory so that the quantities accurately reflect the costumes currently in storage.

All borrowed quantities should be properly accounted for.

Any missing costume pieces or discrepancies should be reported immediately to the Studio Costumer.

7. Responsibility of the Borrower

The individual completing the Costume Borrowing Form accepts responsibility for ensuring that the costumes borrowed under their name are:

- Properly documented
- Accurately reflected in the costume inventory
- Properly cared for while being used
- Cleaned before being returned
- Returned on time
- Returned to the correct bin, rack, or storage location
- Properly recorded back into inventory

If costumes are being borrowed for a group, class, team, or production, the person completing the form remains responsible for making sure these procedures are followed.

8. Agreement

By submitting the Costume Borrowing Form, I acknowledge that I have read and understand the Costume Borrowing Terms & Conditions.

I agree to accurately complete the borrowing form and costume inventory, properly care for all costumes borrowed, clean the costumes before returning them, return them to their correct storage location, and accurately update the inventory when the costumes are returned.

I understand that these procedures are necessary to keep the organization’s costume inventory accurate, organized, clean, and available for everyone.