

Los Alamos Little Theatre Loan Agreement

1. Lending Guidelines

- a) *LALT lends costumes, props, and furniture ONLY for performing arts purposes.*
- b) *LALT does not lend lighting equipment, sound equipment, electronic equipment, or tools.*
- c) *LALT shall collect a deposit from the borrower. The deposit will be \$10 per item with a \$50 minimum.*
- d) *LALT will refund the deposit to the borrower when ALL items are returned cleaned, in good repair, and by the due date. Failure to comply will forfeit the deposit.*
- e) *A member of the Lending Committee shall verify the return of all items and sign off before returning the deposit.*
- f) *Special requests may be made to the board through a Lending Committee member.*

2. Borrower's Information

Check one: Costumes___, Props ____, Furniture___, Other_____

Name of borrowing organization:

Name of person who will be responsible for borrowed items:

Address: _____

Phone number: _____ email address: _____

Name of the performance: _____

Performance place and dates: _____

Date borrowed _____ Date due back _____

The borrower agrees that the items will be returned in good condition, without alterations, cleaned (dry-cleaned for costumes), and by the due date. Otherwise, the borrower forfeits the deposit.

Signature of borrower

Date

To be completed by an LALT board member authorized to lend LALT property

Deposit received by _____ On _____

Total: \$ _____ Check# _____, Cash _____

Items returned cleaned and in the same condition they were borrowed. Verified by:

Deposit refunded by _____

Amount withheld \$ _____ Reason: _____

