



Laurel Dunayer, Costume Shop Supervisor
Room A 127-131-133 Delaski PAB
703-993-8793 ldunayer@gmu.edu

Please send an email to set up an appointment or inquiry first. Please do not come in unannounced.

No same-day requests

Service not available these dates: March 23-30 2017, April 20-May 1 2017

Absolutely no loans for Halloween costumes, no tuxedos

Costume Loan Agreement

STUDENT NAME:print _____

PHONE: _____ EMAIL: _____

PROFESSOR and CLASS: _____

REQUESTED DATES OF LOAN: _____

Date of acquisition _____ appox. Date of return _____

Will this costume be used off-campus? YES NO (see loan conditions for outdoor conditions)

Loan Conditions:

Alterations:

- *Minor alterations may be done in a manner in which they can be removed easily. (big hand stitch, double stick tape, loose machine stitch) Alterations should be removed before returning.
- *NO cutting of the garment/s or wigs*
- * NO glues, paints or dyes applied to the garment/s or wigs*
- * Garment/s should not be used in wet or muddy conditions. Wearing costumes in the rain, sitting or crawling on the ground is not permitted.
- *NO SMOKING or EATING in garments/wigs
- *these items will NOT be loaned: Jewelry, makeup
- * Loan of Wigs are completely up to the discretion of the Shop Supervisor.

Cleaning:

Shop will ask that items are cleaned on a case by case basis. If items are worn more than one day for class scene or filming, they will need to be drycleaned or cold water washed. Shop Supervisor will write in instructions for cleaning at time of loan.

Items requested/Size/Color preference

Cleaning Instructions:

I understand and acknowledge that failure to return these items on time and in the same or better condition than provided may prevent me from borrowing items in the future.

Signature: _____ Item returned on: _____

New Costume loan policy for **ALL** students

Do you want to borrow a costume for any class assignment? PLEASE READ ALL instructions below:

1. **SEND EMAIL FIRST**, Laurel Dunayer; Shop Supervisor

ldunayer@gmu.edu

2. Describe the items you are looking for, size, color, time period.
3. Laurel will advise whether or not those items exist in the costume stock
4. If items are available, make appointment to look through stock and pick up the item/s and fill out the Costume Loan Agreement
5. Turn in the paperwork to Laurel Dunayer in person.
6. **No Same Day requests**, please plan ahead and give the costume shop at least one day notice. ******(this does not guarantee the item, costume shop is not responsible for snow days/delays/illness or traffic delays, please plan ahead so you have lead time if an unforeseeable delay occurs)**
7. Pick up item at agreed time. You or whoever is wearing the item/s may need to try them on, please allow time.
8. Return the item in a timely manner, between 9-5 Mon-Fri.
9. If Laurel Dunayer is not in the shop to receive the item, you may leave it with one of the Shop Staff First hands. Please take a pic of the item being returned to the shop, or email Laurel and confirm that you handed the item to a shop staff person. Laurel will email you back and conclude the exchange.
10. Please see form for cleaning and proper care instructions of the costumes.
11. The costume shop is not available to alter any of the loaned items.

