

Canyons School District
Theatre Warehouse Rental Agreement

Item Pickup and Return: Renter is responsible for coordinating pick up and drop off times by contacting the theater shop manager at (contact phone and/or email) Renter must return items within 10 working days of the production closing. Remember this when reserving items. If your show closes on March 20, items should be reserved until no later than March 30 and returned by March 30.

Items reserved and picked up that are NOT used need to be returned within 10 days of pick-up to be removed from the invoice.

Alterations: No permanent alterations may be made to any costume, prop, or set piece without written permission from the theater shop manager. This includes but is not limited to: sewing, taping, gluing, dyeing, and painting. Temporary, fixable alterations are permitted. No identifying tags are to be removed. Items not returned in original or better condition will be considered damaged.

Cleaning: Renter is responsible for all cleaning before return. Costumes must be laundered according to instructions on garment. Dry cleaning must be used for all items without instructions. Please use your best judgement. Garments must be returned free of stains, marks, dirt, and odor. Props and set pieces should be clean and ready for storage.

Loss/Damage: Damage includes but is not limited to: unfixed alterations, painting, tears, stains, shrinking, stretching, holes, and broken zippers. Renter will be charged for materials and time used to fix any damaged items. Any item not fixable will be considered "lost" and charged accordingly. Renter is expected to inspect items upon receipt and notify theater warehouse manager immediately if items are already damaged.

Fees:

Rental: Fees are charged per item.

Deposit: 25% of total rental to be paid prior to or at time of pick up. Deposit will be applied to final bill.

Damage: Fees will be charged for cost of repair, materials, and time.

Loss: Items lost or damaged beyond repair will be charged the replacement value of the item. Items are considered lost if not returned within 30 days of the return date.

Late: Items not returned by the date on the contract will be charged 10% of the total rental fee per day until returned. Keep in mind that items may be needed for other performances. Groups consistently late could be denied future access to items.

Disclaimer: Renter assumes all responsibility for items and use. Canyons School District and its employees are not responsible for accidents or injuries directly or indirectly related to the use of rented item. **All items are rented as is.**

Canyons School District maintains the right to refuse current or future rental to any school or organization that does not abide by the rules of this contract.

Renter Signature: _____ Date: _____

Theater Warehouse Manager Signature: _____ Date: _____