

SCHEDULING AND APPOINTMENT POLICIES:

1. **NYU Tisch Undergraduate Drama Costume Loan is currently operating under limited hours Monday through Friday. Loan requests are pulled and digitized by loan staff, and shared with you via google drive for selection. You will make your selections via these photos, and come to the building only to pick up and return your items.**
2. Please fill out the request form of up to ten items on the following page and email this completed document directly to ugcostumes@gmail.com. Please also send any relevant research or renderings.
3. Please bring a copy of this form with you to your pick up appointment. Without a form signed by both you and your administrator, you will not be able to use Costume Loan.
4. **The borrower who submits the Appointment Form and signs below must be present to pick up and return your items.** Please note, access to NYU buildings is dependent on prior authorization to enter NYU buildings, and completion of the Daily Screener.
5. All appointment changes and/or cancellations must be made 24 hours in advance.
6. If you miss a confirmed appointment without notifying us, you may lose Loan Privileges for the academic year. If you arrive without a confirmed appointment, you will be turned away.
7. Loan Staff will perform limited edits on a case by case basis. Please reach out directly if you need to return and/or exchange specific items.
8. **Anything returned to us after your first day of tech MUST be properly cleaned.**
9. SHOES and other accessories are not provided in regular costume loan. Special permission may be granted on a case-by-case basis. Please include this request in your initial email to ugcostumes@gmail.com.

RENTAL POLICIES AND LAUNDRY CARE:

1. Costume Loan supports Undergraduate and Graduate Drama Department Productions ONLY.
2. Class projects cannot rent anything unless organized in advance by the Studio's Administrative Advisor and approved by us in advance.
3. Costume Loan is divided into "machine washable items" and "special care items" (i.e. dry-clean only and hand wash only). You are encouraged to keep this in mind when you rent from us as it will ultimately be your responsibility to make sure everything is cared for properly. You will receive detailed laundry instructions for each "special care" item you borrow at your appointment.
4. If you need jewelry, shoes or other accessories, you will need special approval prior to your appointment. You can make the request in the space provided at the bottom of the form.
5. We DO NOT rent out "skins" (i.e. bras, socks, tights, undershirts, underwear, etc.). No exceptions will be made.
6. Modification to borrowed items must be reversible or otherwise approved.
7. If you lose or damage any items, you may be subject to paying for the replacement value of the garment. Please keep this in mind especially when renting vintage, formal, period or built items.
8. Failure to comply with all rules and regulations will result in the loss of Costume Loan privileges.

Spring 2021 COSTUME LOAN POLICIES

**NYU Tisch
Undergraduate
Costume Shop**

DRY CLEANING PRICE LIST:

Mercer Cleaners
291 Mercer Street
New York, NY 10003
(212) 677-4759

Monday - Friday: 7:00am - 7:00pm
Saturday: 8:00am - 6:00pm
Sunday: CLOSED

Men's/women's suit: \$20.00
Men's/women's blazer: \$10.00
Dress pants: \$10.00
Blouse/shirt: \$10.00
Knee-length dress: \$20.00
Long dress/evening dress: \$20.00+
Overcoat/coat: \$25.00+
Vest/waistcoat: \$10.00
Corset: \$10.00

-PLEASE CONTINUE AND SIGN ON THE FOLLOWING PAGE-

Please document your rental request of up to 10 items below. We will pull garments according to your descriptions, measurements, and image research or renderings, so please be precise. We will digitize photos of our pulls and share them with you in a google drive where you will be able to make your selections. Loan staff will return a check out form with your rental items which will include care specifications per garment, to be signed by you at your pick up appointment.

Spring 2021 COSTUME LOAN Request Form

NYU Tisch
Undergraduate
Costume Shop

	ITEM DESCRIPTION	SIZE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Please note any additional information that might be helpful for your pull below.

I have reviewed all the Costume Loan Guidelines and Policies listed above and understand that by not abiding by these rules, I may lose Loan Privileges for myself and/or possibly my studio for the 2019-20 academic year.

Production Name: _____

Date: _____

Primary Borrower: _____

Administrative Approver: _____

Signature: _____

Signature: _____