

Class Costume Rental Agreement:

- The Krannert Center for the Performing Arts agrees to lend the costumes listed on the attached costume rental piece list (s) to _____ for their class _____
- The dry cleaning/laundry costs will be charged to the account number provided
 - This account number will be charged a replacement cost for any lost or damage items.

How to borrow costumes from KCPA for your class

1. Identify the 1 person from the class who will be the point person for all costume pulling
 - a. This person will be present for pulling costumes. No substitutions
2. Fill out the pdf form located on resprod and email it to: rdg@illinois.edu and abouck2@illinois.edu
 - a. Class costumes requests will be reviewed once per week on Wednesdays
 - b. Class costume requests should be submitted minimum 2 weeks before costumes are wanted
3. Costume staff will determine what requests can be accommodated based on the time available and the needs of the current productions.
 - a. What we do not loan:
 - i. Small items like: Socks, belts, suspenders, undershirts, jewelry, handkerchief, shoes.
 - ii. Costumes that will be used for personal use unrelated to classes
 - iii. Anything that is not barcoded
 - b. Requests may be denied based on:
 1. Time available
 2. Lack of account/funds
 3. Personal costume request
 4. Costumes not available
 5. Availability and shows currently in production
4. Costume Staff will email you with approved items and to schedule a time to pull costumes
 - a. Costume Staff will not be involved in design meetings or design decisions for class work
 - i. Costume Staff will not purchase any items for classwork
 - b. Searching Costume Storage is By Appointment Only
 - i. Between the hours of 8a-5p M-F
 - ii. We understand the constraints of students and the hours that are available to pull
 1. We would like to suggest that because this is a class that the instructor will allow class time to go to pull costume

Picking Up Costumes

- a. After pulling, costumes will be checked out to the class and given to the Coordinator
6. Care of Costumes
 - a. No alterations (sewing, dyeing, cutting, distressing, gluing)
 - b. No eating, drinking, smoking in costume
7. How to store costumes
 1. Costumes should be hung if given on hanger
 2. Costumes not on hangers should be kept flat not on a pile



8. Laundering costumes
 - a. KCPA will be responsible for all laundering of all costumes: **BORROWER WILL NOT LAUNDER COSTUMES**
 - b. Returning Costumes
 - a. Make an appointment with Rentals Staff to return costumes: rdg@illinois.edu
 - b. Return all costumes to hangers they were received on
 - c. Costumes can be dropped off at the Costume Shop
 - a. Krannert Center for the Performing Arts
 - a. 500 S Goodwin Ave
Level 2
Room 2-312
 - b. Urbana IL, 61801

