

NORTHWEST SCHOOL OF THE ARTS THEATRE EQUIPMENT – LENDING REQUIREMENTS

Any and all equipment within the NWSA Theatre department to be lent out MUST be checked out by current Technical Director. This includes a count of the items concerned, assessment of the condition in which they were borrowed, and payment transaction, if applicable.

The party that has borrowed the equipment is financially responsible for all damage and/or missing items (if any). If this should occur, the party will be billed as the Technical Director sees fit.

Upon return of the equipment the Technical Director MUST be present and assess that the condition of return is acceptable.

Item(s) leaving Campus:

Amount:

Description/Brand:

Condition upon leaving NWSA campus:

Responsibility Party (Name and Contact Information):

Date to leave campus:

Date to be returned:

Fee and Payment Information:

The participants below understand the constraints governing this transaction and the consequences that will follow should the equipment be damaged.

Signature of Technical Director: _____

Print: _____

Signature of Responsible Party: _____

Print: _____

RETURN NOTICE

Condition of Equipment:

_____ Acceptable

_____ Not Acceptable

Explanation

Fee to be charged: _____

Signature of Technical Director: _____

Print: _____

Signature of Responsible Party: _____

Print: _____