

Blackfriars & Department of Theatre Rental & Loan Form

(This form is to be used when loaning or renting anything from theatre areas)

Name _____ Phone # _____

Person responsible for items: _____ Phone # _____

Organization Represented: _____ Phone # _____

Address: _____

City, State, Zip _____

Date items picked up: _____ Date to be returned _____

Rental charge for period described above: _____

Check payable to: _____

Description of items:

(Attach list if necessary)

Quantity	Description	Value (each)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: The rental fee is due when items are picked up unless prior arrangements have been made. If items are not returned on the date noted above, additional rental will be charged. Renter or borrower agrees to return all items in good condition or pay full replacement cost shown above.

Approved _____
(Signature, SUNY Oswego Department of Theatre)

Accepted _____
(Signature, Organization representative)