BHS Theatre Properties Loan Agreement

Terms and Conditions:

- Loan of all items must be approved by the BHS Visual and Performing Arts Department
- All items must be returned in same condition as when borrowed. The borrowing party is responsible for any repair or replacement costs.
- Properties are not to be painted or otherwise modified without prior consent
- Items will be loaned no longer than 2 weeks before the first scheduled performance and must be returned no later that 1 week after the final scheduled performance
- BHS reserves the right to refuse the loan of any item, shorten the length of the loan, or recall any item if it conflicts with the need of any BHS production
- This form must be completed by the borrowing party and signed by the BHS Visual and Performing arts Department

Quantity	Description	Notes

Agreement:
We agree to the above Terms and Conditions for loan of the listed items.

Organization _____
Contact Name _____
Contact Phone and E-mail _____
Date to be returned _____

Approval:
BHS Visual and Performing Arts Department _____

Date _____

Comments: