

COSTUME STORAGE RENTAL PROCEDURES

The Department of Theatre Costume Storage is located in the basement of the Hall building on the SGW campus, room #: **H0046**. Phone extension: **4794**

**Opening Hours: Mon 2pm-5pm
Tues 2pm-5pm
Wed 1pm-5pm
Thurs 10am-1pm
Fri CLOSED**

Visits to the Storage for rentals, returns or viewing, are **during opening hours and by appointment only**. To make an appointment or for any other rental inquiry, please contact us via email at: costume.storage@concordia.ca.

You must receive a confirmation email from the storage staff for your appointment to be valid. If a renter is late or misses the time designated for their appointment, their appointment will be cancelled and must be re-scheduled for the next available time. **No walk-ins are accepted**. Storage staff can only reply to their emails during opening hours so please make your appointment with time.

Access to the Costume Storage by students, faculty or staff outside regular hours is not permitted without prior approval from the Head of Costumes. To contact the Head of Costumes (Ms. Laura Acosta), please email laura.acosta@concordia.ca.

In order to remove an item from the Costume Storage, you must have completed and signed the rental agreement form and paid all applicable charges. Late fees will be charged on all rentals not returned by the deadline stated in the rental agreement. **Any loss of, or damages to a borrowed item will result in the loss of deposit in addition to cleaning/replacement fees if applicable.**

INTERNAL RENTAL CHARGES

-Concordia Public Performance Presentations (PPPs): No deposit, no rental charges. Dry cleaning paid from production budget. Damages or replacement costs paid by production budget.

-In-class presentation supervised by a Professor: Deposit required (\$20), no rental charges. Dry cleaning paid by production budget. Damages or replacement costs paid by Department of Theatre class budget.

-Concordia Students borrowing for a Theatre Class: Deposit required (\$20), no rental charge. Items must be returned dry cleaned, with receipt. The student pays for dry cleaning.

-Concordia Faculty/Staff borrowing for a Theatre Class: Deposit required (\$20), no rental charge. The Department of Theatre pays for any dry cleaning and Costume Storage will send borrowed items for cleaning upon return.

EXTERNAL RENTAL CHARGES

-External Renter: Deposit cheque required (equal to the total rental charge -minimum \$50), rental charges apply. Renter is responsible for dry cleaning prior to returning borrowed items. Must show cleaning receipt upon return.

-Concordia Students renting for Outside Production: Deposit required (equal to the total rental charge -minimum\$50), rental charges apply, student/external production pays for dry cleaning. Renter is responsible for dry cleaning prior to returning borrowed items. Must show cleaning receipt upon return.

-Concordia Theatre Faculty/Staff renting for Outside Production: Treated as External (see above).

-Concordia Students and Faculty/Staff from other Departments for Internal or External Production: Treated as External (see above).

-Theatres/Schools with whom we have a Mutual Borrowing Agreement: No deposit, no rental charges. Renter is responsible for dry cleaning prior to returning borrowed items. Must show cleaning receipt upon return.

