COSTUME RENTALS AND LOANS

General Information:

• The Costume Stock is available on a limited basis for members of the University and community. As this is a working element of our production and classroom needs, not all items may be available for use at a particular time. We do not rent shoes, hats, wigs, or masks due to the fragility and extreme use needed for these items. All fees charged go directly to maintaining our costume stock.

• Hours that Stock Assistants are available change each semester based on funding available for labor. Please be aware that Stock Assistants do not provide design services or alterations, just assistance for your project’s designer to help locate available items.

• Please call the Costume Shop during working hours (1-5 M-F) to set up an appointment. 740-593-4804. Please be aware we do not provide design services.

• We do not rent costumes for parties, receptions or parades. No exceptions.

• Costumes may be altered by thread only – hemming, buttons, etc. Costumes may not be cut, painted or permanently changed.

Rates and Policies:

School of Theatre, Dance and Film – projects related to classes only

• Costume loans are free of charge provided the garments are well cared for.
• The costumes must be pulled by a member of the project or class with a Stock Assistant
• Costumes must be returned within 2 weeks of the conclusion of the project or class presentation
• If costumes are damaged, fees to cover the cost of repair will be assessed. If costumes are irreparably damaged or stained the full replacement cost will be required. If costumes are lost the full replacement cost will be required. If monies are not paid to the costume studio before the end of the semester a hold may be placed on your account until payment is remitted.
• The cost of replacement may be no less than $50 but no more than $5000, depending on the garment. A replacement cost will be assessed when the garment is rented to you and you will be required to sign an agreement upon rental.

• COSTUMES MUST BE RETURNED CLEANED – EITHER DRY CLEANED OR MACHINE WASHED BASED ON THE ITEM – A FEE OF $50 OR MORE PER GARMENT WILL BE ASSESSED IF THE GARMENT(S) ARE NOT CLEANED. Drycleaned garments must be returned with a drycleaners ticket. Laundered garments will be sniff-tested upon return – if in need of additional cleaning you will be given an additional day to clean in lieu of the $50 charge, or you may give the garment to us with $50 for us to handle the cleaning.

• Febreeze is not a cleaning agent and is not acceptable
• Dryel is not a professional drycleaner and is not acceptable
• When laundering, only unscented hypoallergenic cleaning agents may be used. Fabric softener is not recommended in any circumstance.
Other Ohio University Units –
Projects related to classes only Outside Rentals designed by Theatre faculty, staff, and students

- Costume rentals are $10 per costume piece
- The costumes must be pulled by a member of the project or class with a Stock Assistant
- For larger shows or projects that involve 6 or more costume units or “looks”, there is a $50 minimum rate pulling fee with an additional $25 for over 10 looks. The restocking fee will be an equivalent amount of money. The pulling fee may be waived if the designer is a School of Theater faculty, staff, or student upon special arrangement (reciprocity agreements with other University departments).
- Costumes must be returned within 2 weeks of the conclusion of the project or class presentation
- If costumes are damaged, fees to cover the cost of repair will be assessed. If costumes are irreparably damaged or stained the full replacement cost will be required. If costumes are lost the full replacement cost will be required. If monies are not paid to the costume studio before the end of the semester agreed for return then each additional week will place an additional 10% of the outstanding cost on the invoice.
- The cost of replacement may be no less than $50 but no more than $5000, depending on the garment. A replacement cost will be assessed when the garment is rented to you and you will be required to sign an agreement upon rental.

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  - Febreeze is not a cleaning agent and is not acceptable
  - Dryel is not a professional drycleaner and is not acceptable
  - When laundering, only unscented hypoallergenic cleaning agents may be used. Fabric softener is not recommended in any circumstance.

Outside Rentals to Theatre companies or Schools

- Costume rental costs are a minimum of $20 or 5% estimated replacement cost per costume piece for rental only (full replacement cost is due if return conditions are unsatisfactory in ways listed below).

  *If special arrangements are made with reciprocity agreements between fellow schools or theatres then the rental fee is waived. Those theatres and programs need only dryclean or launder and return the garments, details to be arranged in rental paperwork.*

- The costumes must be pulled with a Stock Assistant – special arrangements may be made.
- For larger shows or projects that involve 6 or more costume units or “looks”, there is a $50 minimum rate pulling fee with an additional $25 for over 10 looks. The restocking fee will be an equivalent amount of money. The pulling fee may be waived if the designer is a School of Theatre alum or upon special arrangement.
- Costumes must be returned clean and unharmed within 2 weeks of the conclusion of the project or class presentation
- If costumes are damaged, fees to cover the cost of repair will be assessed. If costumes are irreparably damaged or stained the full replacement cost will be required. If costumes are lost the
full replacement cost will be required. If monies are not paid to the costume studio before the end of the semester agreed for return then each additional week will place an additional 10% of the outstanding cost on the invoice.

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  - Febreeze is not a cleaning agent and is not acceptable
  - Dryel is not a professional drycleaner and is not acceptable
  - Spraying of any kind instead of drycleaning or hand-washing is only acceptable if specified in the rental agreement.
  - When laundering, only unscented hypoallergenic cleaning agents may be used. Fabric softener is not recommended in any circumstance.