The Village Players
Props, Set Pieces Loan/Rental

All items borrowed—even for a short time—even by VP members—must be recorded and signed out with the approval of a member of the Village Players' Board or Board designee. Depending on the item and organization, there may be a charge or security deposit required. Photos of borrowed items are helpful.

_____ _____
Non-profit organization Other organization

_____ _____
Board member in charge of props /set pieces Phone and email address

_____ _____ _____
Purpose for items Person picking them up Phone number and email

_____ _____ _____
Today's date Date to be returned by Approval given by (VP Board member)

List of what you have borrowed with one copy for the Village Players and one for yourself.
Please be prepared to leave a security deposit or pay a small fee. If any items are damaged or not clean, the security deposit will be used to repair or clean said items.

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Signature of Village Players representative_____

Signature of borrower _____

Amount collected as fee $_____ Amount of security deposit $_____
Check #_____ Check # _____