



COSTUME RENTALS **Creative Arts 120**

In order to rent costumes from the SFSU Costume Shop, the renter must have a scheduled appointment at least 24 hours in advance. No more than two people at a time can come to the appointment. Only the person enrolled in the class can check out a costume.

COSTUME LOAN OUT PROCEDURE

- 1.) Submit a Costume Loan Out Request with all pertinent information for your project and reference photos to joegreene@sfsu.edu. Plan on reserving a minimum of 30 minutes for the smallest appointment and up to 90 minutes for larger appointments. Your request will be reviewed and confirmed with a class list from your instructor before we will contact you about scheduling your appointment. Arrive at the Costume Shop (CA122) at your scheduled appointment time with at least basic measurements (not just clothing sizes) for your performers. A picture says a thousand words, so bring images of the types of costumes you are looking for to make the most of your time here!
- 2.) First, we will need to copy your student ID to make sure we can get a hold of you if the costumes are not returned.
- 3.) Next, we will help show you to the sections of your desired costume types, but it will be up to you to confirm sizes and make selections. We can loan you a measuring tape to use while you are here. Restock items that you decide not to use back to where you originally found them.
- 4.) Plan to take the costumes that you pull at your appointment. We cannot store any items. You will then fill out an itemized loan out form that you will verify and sign before you take the costumes.
- 5.) After your final production/project date listed on your Loan Out Contract, you have one week to schedule a return appointment. Bring in all borrowed costume pieces to your appointment to be checked in by Costume Shop Personnel. **DO NOT LAUNDRER THE COSTUMES.** We will clean and restock your costumes back to their original location.



**SAN FRANCISCO
STATE UNIVERSITY**

COLLEGE OF LIBERAL & CREATIVE ARTS
1600 Holloway Avenue
San Francisco, CA 94132

Email: joegreene@sfsu.edu
Tel: 415/338-1037

COSTUME LOAN OUT RULES

- **NO ALTERATIONS OF ANY KIND** may be made without prior approval of costume shop personnel, **including and especially** safety-pinned alterations. We recommend using binder clips as this is the fastest and safest way to alter a costume piece.
- We do not rent out wigs at this time.
- We do not rent Halloween Costumes or Party Costumes.
- Costume Shop Personnel must be informed of any stage business that might possibly damage any costume item including but not limited to: use of food or drink, stage blood, major physical movement (e.g. stage combat, dancing, clowning), use of dirt or an exterior location
- If you change your mind about using any costumes, if you need to pull more costumes or if your event is cancelled, please email joegreene@sfsu.edu to request a subsequent pull and/or return appointment; your name, project name, possible appointment times, and reason for a visit is all that is needed after the initial appointment. We must have the same Borrower present at all appointments for any given project.

COSTUME PRIORITY AND AVAILABILITY GUIDELINES

In case of conflicting costume or appointment requests, priority will be given in the order listed:

- 1.) College of Creative Arts Major Productions
- 2.) Projects for THA courses level 400+
- 3.) Projects for other SFSU courses level 400+ (at the discretion of the Costume Shop Supervisor)
- 4.) Any Theatre rentals that are not for SFSU Students.

DISCLAIMERS

The Costume Shop reserves the right to refuse loan out of any particular item based on the value or specific care needs of the item. Students should utilize costumes to convey a sense of period, location, mood, or character and not expect completely authentic garments or looks, especially when considering historic costumes.