

# Policy & Procedure for Loan of Costumes/Equipment

To be completed by  
Chairperson or Secretary

Barrower to be handed copy of  
Policy & Procedure

Portfolio No.

## 1 Monitoring Sheet

Name of Borrower	Address of Borrower	Tel: No. of Borrower	Item/s to be Borrowed	Reason for Loan	Date Out

No. of Item/s Returned \_\_\_\_\_ In good or otherwise condition. **Please note any damage in box at bottom of this Monitoring Sheet.**

Signature of Borrower	Signature of Chairperson or Secretary	Date due back	Date back	Signature of Borrower	Signature of Chairperson or Secretary

Note Any Damage