

## Costume & Bow Banner Check Out Form

### Instructions and Policies

- We do not reserve types of costumes. We will make every effort to give each troop one popular type based on what is available at the time of pick up.
- Costumes will be available on a weekly basis: Check out on Thursday/Friday, return by Tuesday.
- Check out will be limited to no more than 2 weeks at one time in order to give all troops the opportunity to use the costumes.

### Contact Information

Adult Name:

Troop Number:

Service Unit:

Phone (home):

Phone (cell):

Email Address:

### Rental Information (Circle Item)

Costume      Deposit:    \$25

Bow Banner      Deposit:    \$150

### Payment Information

Check Number(s):

Cash Paid:

Credit Card Number:

Exp:

Pick Up Date:

Date Due Back:

Pick up time:            a.m. / p.m.

*(Offices are open 8:30am – 5:00pm M-F, closed 2nd/4th Mondays)*

Return time:            a.m. / p.m.

*(Offices are open 8:30am – 5:00pm M-F, closed 2nd/4th Mondays)*

**\*\*If equipment is not returned by due back date or is returned damaged or incomplete, deposit will be forfeited\*\***

Signature:

Date:

### For Office Use Only

Types of costumes checked out:

Checked out by and Date:

Checked in by and Date:

Acct Coding: 10-5350-320-1300-9999-LOC-3