

## FY 2020 CostumeLab Collection Rental Guidelines

The Arlington County CostumeLab collection is available as a rental resource exclusively for arts organizations supported by the FY 2020 Arlington Arts Grants Program.

### Location

The Arlington CostumeLab is located at Gunston Middle School, 2700 S. Lang Street, Arlington VA 22206.

### Operating Hours

- By appointment ONLY. Appointments are scheduled 2 weeks in advance, Monday-Friday between 10:00am-5:00pm. For information regarding the CostumeLab collection and to make an appointment please contact Joan M. Lynch at [costumes@arlingtonva.us](mailto:costumes@arlingtonva.us), 703-228-6974.
- Grantees are encouraged to contact the CostumeLab well in advance of their project to determine if the items they need exist in the collection and to schedule appointments for consultation or pick-up.
- Staff is available to assist with costuming needs. Grantees should be prepared to provide information regarding their costume requirements and production dates. Costumes may be rented up to one month prior to performances.

### Rental Discount

Grantees receive a 75% discount off the rental rate. The discount does not apply to deposits, cleaning, replacement charges, repairs or late fees.

### Check-Out of Costumes “On Approval”

Grantees may check out costumes on approval for one week. No rent will be charged if costumes are returned unused.

### Deposit

Deposit per production: \$250.00

### Costume Pick-Up/Return

Appointments are required for both costume pick-ups and returns.

- **Pick-Up/Costume Rental Contract**  
A representative of the grantee will sign a costume rental agreement which includes: an itemized list of costumes being checked out, the rental charges, the replacement value for each costume, the maximum total for cleaning charge, and the rental return date. The grantee agrees to abide by the Terms and Conditions printed on the check-out sheet.
- **Return**  
Returned costumes will be checked for condition and cleanliness by CostumeLab staff. Any charges incurred will be subtracted from the deposit, and the grantee will be invoiced for any remaining balance. A check-in sheet will be provided as a receipt for all partial and/or complete check-ins.

## Payment

Both a rental fee and a deposit of \$250.00 is required at time of rental pick-up.

- **Credit Cards:** Visa and MasterCard are accepted. Rental charges and fees will be immediately processed.
- **Checks:** All checks are to be made payable to "Treasurer, Arlington County." Returned check fees will be assessed according to Arlington County policy.

## Cleaning and Laundering

The grantee is responsible for the dry-cleaning and/or laundering of costumes. A cleaning fee will be charged for costumes that are returned unlaundered. Dry cleaning must be done by professional dry cleaners. Self-service dry-cleaning is not acceptable, and organizations may be asked to verify that costumes were professionally dry-cleaned.

## Terms and Conditions

**Please Note:** The grantee is responsible for any damages to costumes while in their possession. A grantee with an overdue balance will not be allowed to rent costumes from the collection until such debt is satisfied.

- **Alterations and Maintenance:** All alterations must be temporary, and costumes must be restored before return. No dyeing, distressing, cutting or other permanent alteration of costumes is allowed without prior approval.
- **Length of Rentals:** are determined at time of rental. *Extended rentals available with additional fees.*
- **Late Charges:** will be strictly enforced. Rental fees will continue to accrue at a weekly rate until costumes are returned. Costumes will be considered lost if not returned or replaced within four (4) weeks of the due date. The following late charges will be assessed if an order is not returned on time.

Up to 1 week late	5% of deposit
Up to 2 weeks late	10% of deposit
Up to 3 weeks late	20% of deposit
Up to 4 weeks late	40% of deposit
After 4 weeks	100% of deposit plus full replacement cost
- **Barcodes:** The CostumeLab uses a barcode system for tracking and inventory purposes. The barcodes have the Arlington Costume Shop printed along with a barcode. Barcodes are generally found at the center back of the garments, under the brims or bands on the insides for hats, or on the sides of shoes. Do not remove or alter any barcodes. If missing or altered, a \$5 per barcode charge will be added.
- **Damaged/Lost Items:** The grantee must reimburse the County at full replacement value for lost or severely damaged items. Labor and materials costs will be charged for costume items that are less seriously damaged.