

**Clothing Closet**

**Borrowing Agreement**

**To borrow interview attire from the OCS Clothing Closet, please read and complete this agreement.**

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| **Name:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Email:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Columbia UNI:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Phone:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Class Year:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Date Borrowed:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Items Borrowed:** |
| **Date(s) Needed:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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|  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**Return Policy**

* Items must be returned on or before the date specified below.
* Borrowed garments must be dry cleaned (even if not worn), and returned in the dry cleaning plastic wrap with the dry cleaning receipt. Failure to dry clean garments will result in a fine of $25 (cash) to cover the cost of dry cleaning.
* Items must be returned in the same condition as when borrowed, free of odors, stains, and damage. Do not sew, iron, pin, or tape any garments borrowed.
* Failure to return an item will result in a fine equal to the replacement value of the item, payable in cash, and/or SYMPLICITY suspension.

**Please read carefully and sign the following agreement:**

I understand that it is a privilege to borrow items from the OCS Clothing Closet. I have received a copy of the rules for borrowing. I agree to follow the policies stated above and understand that failure to do so may result in my being charged a fine or replacement fee. I agree to treat the clothing I borrow carefully and acknowledge that not doing so may restrict my ability to borrow in the future and subject me to the other penalties described herein.

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| **Student Signature:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Local Dry Cleaners: Bon French Cleaners, 2881 Broadway (112th-113th)**

 **Spotless Cleaners, 3068 Broadway (121st)**

 **Ye Olde Dry Cleaners, 1211 Amsterdam Avenue (119th-120th)**

***For Office Use Only:***

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| **Return Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Condition:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Receipt Date:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **OCS Staff:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |