

**The Community Players of Concord, NH
Check Out Form for Loan of Set Pieces/Scenery**

Date of Set Piece/Scenery Check Out: _____

Name of individual accepting loaned set pieces ("the Responsible Party"): _____

Responsible Party's Phone Number: _____

Responsible Party's Email: _____

Group the Responsible Party represents: _____

Itemized list of items being borrowed: (Example: 4' X 8' Hollywood flats — 6)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Date materials will be returned: _____

ACKNOWLEDGEMENTS AT CHECKOUT:

Signature Responsible Party/Borrower: _____ **Date:** _____

Signature Shop Steward or designee: _____ **Date:** _____

AT RETURN: Return acknowledged by Shop Steward or designee:

Signature: _____ **Date:** _____