



## **Swampscott Pubic Library Costume Rental Policy**

We're thrilled to offer our costumes for your special occasions. To ensure a smooth rental experience for all our library friends, please read through our policy:

### **Eligibility:**

- Costumes are only available to libraries and should not be used for personal use or private parties.

### **Rental Period:**

- Costumes are available for a three-day rental period.
  - Day before your event for pick-up (if needed)
  - Day of your event
  - Day after your event for costume return

### **Reservation:**

- Costumes can be reserved in advance by contacting either Jonathan Nichols, Library Director, or Lisa Julien-Hayes, Head of Children's Services.
- Reservations are required, especially during peak seasons and holidays, and the Swampscott Public Library reserves the right to deny any request that might interfere with planned programs and events at our library.

### **Included with Rentals:**

- Each costume comes equipped with a cooling vest and a portable fan for added comfort of the wearer.

### **Checkout:**

- The day before your event you can pick-up the desired costume from our Children's Department.
- It is the responsibility of the renting library to both checkout and return the costume before and after use.

#### Late Returns:

- A late fee of \$10 per day will be charged for costumes returned after the return date, unless otherwise arranged.
- If a costume is not returned within seven days of the return date, it will be considered lost, and the library will be charged the full replacement cost of the rented costume.

#### Care of Costumes:

- Renting libraries are responsible for the care and safekeeping of any rented costumes.
- Costumes must be returned in the same condition as they were rented.
- It is strongly recommended that costumed performers are not required to walk too far as visibility is limited.
- Costumed performers should also have a guide/crowd control assistance.
- Any damages or excessive dirtiness should be relayed upon return so that they can be deep cleaned before the next rental. Excessive dirt and damage could result in a cleaning fee to be assessed once completed.

#### Lost or Stolen Costumes:

- Libraries are responsible for the full replacement cost of any lost or stolen costumes while in their possession.

#### Rental Fees:

- \$75/per costume will be assessed at the time of reservation.
  - All payments will be made through The Friends of the Swampscott Public Library.
- Invoices can be generated for any library that should require one.

#### Refunds:

- Rental fees are non-refundable once the costume has been removed from the Swampscott Public Library.

By renting a costume from The Swampscott Public Library, libraries agree to abide by the terms and conditions outlined in this policy. We hope you enjoy your costume(s) and thank you for supporting our library!