



Career Closet Rental Form

Your Name: _____ Your Email: _____@naz.edu

Name of Student: _____ E-Mail: _____@naz.edu

Items taken from: Closet A Closet B Closet C

What item(s) did the student borrow?

_____	_____
_____	_____
_____	_____
_____	_____

TODAY'S DATE: _____ DUE DATE: _____

Nazareth College Borrowing Agreement

Students are responsible for complying with the following rules and regulations. The purpose of Career Closet is to assist students who may need to borrow professional attire for occasions such as job/internship/graduate school interviews, job fairs, networking events, etc. Using closet items for purposes other than those mentioned and/or approved by the Center for Life's Work are prohibited. All related paperwork must be completed, signed, and approved by staff before any items may be released.

Students are allowed to rent **one full outfit at a time**. An outfit is described as a bottom (pants or skirt), a top (shirt or blouse) a jacket or blazer, and a belt (if needed). For men, this also includes the option of a tie and for women, one outfit constitutes a dress and blazer combination. Students will not be allowed to borrow more than one outfit per visit and will not be able to utilize the closet again until the first outfit is returned.

All rentals have a **one week** time limit within which the student is required to return the clothing in its original condition. If a student fails to return the clothing in its original condition, or returns it after the 7 day time frame has passed, they may be responsible for paying for the replacement cost of the item and will be unable to use the closet again for the rest of the semester. If a student fails to return the clothing at all, they will not be eligible to use the closet again.

By signing this document, I acknowledge that I have read and agree to comply with these conditions.

Renter/Borrower Name

Date

Renter/Borrower Signature

Date

Staff Member Signature

Date