

Motion Picture/Television

Course Name and Number:			
Prod. #:		Production Title:	
Producer:		Director:	

EXTERNAL BORROWING AGREEMENT

_____ of _____
 (Company/Merchant/Owner) (Address)

agrees to loan to the College of DuPage Motion Picture/Television ("CODMPTV") on this _____ day of _____, _____ the following items listed below:

ITEM	VALUE
1	
2	
3	
4	
5	

to be used in the production of the student film tentatively entitled _____ to be returned no later than _____ . CODMPTV, as well as the undersigned, understands that the above items will not be altered in any way, reasonable wear and tear excepted, unless with written permission accompanying this form. CODMPTV assumes, as borrower, full responsibility for replacement of the items listed above in case of damage or loss, in the full amount listed above, and such replacement costs shall be CODMPTV's sole liability to _____ in connection with this agreement.

BORROWED:

 Prop Master Date Merchant/Owner Date

RETURNED:

 Prop Master Date Merchant/Owner Date

Note: Upon returning of items, "returned" signatures releases NCSA from any financial responsibility for all item listed above.

 Head of Production Signature Date

 Assistant Dean of Production Date