



Cap and Gown Loan Request Form

for Senior Portraits Only

Student Name: _____

Requested Date for Loan: _____ Return Date: _____

Cap & Gown Size: _____

Cords:

- Dungeons and Dragons Club (green)
- Gaming Club (red and blue)
- Ambassador (purple and white)
- Cum Laude (white)
- Magna Cum Laude (gold)

Loan Conditions

1. **Loan Duration.** Graduation caps and gowns may be loaned for up to 7 days and are subject to availability. All items must be returned on the specified return date.
2. **Condition Requirements.** Items must be returned clean, undamaged, and neatly folded. Students will be responsible for any lost or damaged items. **Do not iron the gown.** Gowns may be steamed.
3. **Late Returns.** A late fee may apply for items returned after the agreed-upon date.
4. **Replacement Costs.** If items are lost or damaged, the borrower agrees to cover the cost of replacement.

By signing below, I agree to the conditions above for borrowing a cap and gown from the school. I acknowledge that this is for portrait purposes only and is not a guarantee that I will graduate this term. I understand that all items must be returned on time and in good condition and that failure to adhere to these terms may result in additional charges.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

For Office Use Only

Loan Approved by _____ Date: _____

Return Confirmed by _____ Date: _____

Condition Satisfactory Unsatisfactory