

CGS Free Regalia Rental Program Agreement

This agreement is entered into by the Council of Graduate Students (“CGS”) and _____ (“Borrower”) to establish the exclusive terms and conditions under which CGS seeks formal confirmation of the borrower’s participation in graduation & commencement activities for _____ (semester/year) for the purpose of Borrower’s participation in the CGS Free Regalia Rental Program.

Borrower information: As part of this Agreement, Borrower’s must provide their permanent address, phone number, and a non-OSU email address for purposes of communications either prior to, during, and/or after renting regalia.

Permanent address	
Phone number	
Non-OSU email	

In consideration of the mutual obligations specified in this Agreement, the parties, intending to be legally bound hereby, agree to the following:

Scope of Services: CGS agrees to formally loan graduation regalia with unique identifier number _____ for the Borrower during the period _____ (check out/return date), whereby Borrowers may pick-up/drop-off regalia at the location:

Council of Graduate Students Office, 2088A Ohio Union, 1739 N High Street, Columbus, OH 43210.

The Borrower agrees to rent the graduation regalia with the expectation to return by _____ (date) at _____ (time) following completion of their degree and participation in commencement. **Items returned to CGS after the return date and time will not be accepted and Borrower will be charged the cost for regalia replacement.**

Assessment of damages/loss: Upon return of regalia to CGS, CGS will assess whether the returned regalia is 1) undamaged and 2) complete (i.e. contains a hood, tam, tassel, and gown). CGS will notify Borrower via email within one week of return of regalia whether the rental is determined undamaged and complete. CGS reserves the right to assess and assign regalia damage/loss at their own discretion. **If any item of the regalia rental is not returned to CGS by the return date and time listed above, then that item will be assessed as incomplete, and Borrower will be charged the cost listed below for replacement of lost items and/or the regalia.**

Terms of payment: After assessment, CGS will notify Borrower of charges via email that will be due for damaged or lost regalia items. Borrower will then receive an invoice from the Office of the University Bursar via email or permanent address listed above. Failure to pay the invoice promptly may result in the balance being transferred to collections.

Breach of contract: In the event of damages to and/or loss, it is agreed that CGS & The Ohio State University will issue a charge made billable to the Borrower by email and their permanent address according to the following fee scale:

Damage/lost item	Description	Cost to borrower
Dry cleaning	Any or all pieces of regalia exhibit stains that cannot be removed from standard dry cleaning	\$30.00
Minor damage(s)	Either the hood, gown, tam, and/or tassel exhibit small tear(s)	\$100.00
Major damage(s)/loss	Either hood & tam/tassel are lost or exhibit massive tears or stains that deem them unfit to wear	\$300.00 or the cost of replacement
Regalia replacement	The gown is missing, exhibits massive tears or stains, or is deemed unfit to wear	\$1,116.00 or the cost of repair

Timeline for (SP/SU/AU) commencement for the year _____: To assist in the borrower's understanding of the timeline for a CGS regalia rental, below is a timeline starting with the borrower's regalia rental pick-up to payment for damages & loss:

	Sp 2026	Su 2026	Au 2026
Pick-up regalia rental	May 9	Aug. 8	Dec. 19
Commencement	May 10	Aug. 9	Dec. 20
Return regalia rental	May 11	Aug. 10	Dec. 21
Assessment of regalia rental damages & completeness	May 12-19	Aug. 11-18	Dec. 22-29
Notification to borrowers of regalia rental damages & completeness	May 20	Aug. 19	Dec. 30
Payment due date for damages & loss	May 27	Aug. 26	Jan. 8

Agreement terms: By voluntarily signing this agreement, Borrower agrees to the terms as described above. Amendments to this Agreement can only be made by in writing upon mutual agreement of the parties. This Agreement represents the complete understanding between the parties and no oral representations, statements or inducements have been made apart from this Agreement. If any provision of this Agreement is held to be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Agreement and shall not affect the validity and enforceability of any remaining provisions. Both parties will receive a printed copy of this agreement and be responsible for upholding its terms.

 Borrower Signature

 Date

 CGS Program Administrator

 Date