

MSRC/USG Graduation Regalia Rental Program Agreement

This agreement is entered into by _____ (“Borrower”) and the Monda Student Resource Center (“MSRC”) to establish the exclusive terms and conditions under which the MSRC seeks formal confirmation of the Borrower's participation in graduation & commencement activities for *Spring 2026* for the purpose of Borrower's participation in the MSRC/USG Graduation Regalia Rental Program.

Borrower information: As part of this Agreement, Borrower will provide their permanent address, phone number, and name.# (OSU email address) for purposes of communications either prior to, during, and/or after renting the graduation regalia.

Name	
Permanent Address	
Phone number	
Name.#	

The parties agree to the following responsibilities:

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

Monda Student Resource Center, 1640 Neil Ave Columbus OH 43201

The Borrower: The Borrower agrees to rent (at no cost) the graduation regalia with the expectation to return the borrowed regalia by _____ (date) by 2:00 p.m. following completion of their degree and participation in commencement. The borrower agrees to return all items in clean and undamaged condition to include no stains or tears.

The Borrower agrees to return all rented items in accordance with the above criteria to the Monda Student Resource Center by bringing the items back themselves, through a designated person named here _____, or via mail at the borrower’s expense to the address below by the return date listed above.

Monda Student Resource Center
1640 Neil Ave Room 150
Columbus OH 43201

Agreement Terms: By voluntarily signing this agreement, Borrower agrees to the terms as described above. This agreement represents the complete understanding between the parties, and no oral representations, statements or inducements have been made apart from this Agreement.

	Borrower Signature		Date
	MSRC Staff or USG Representative		Date