

Archdiocese of Galveston-Houston

*Office of Worship*

*Agreement for use of Office of Worship/Archdiocesan Vestments*

**Total Number of Chasubles with Stoles**

**Name of Liturgical Celebration For Which Vestments Are To Be Used:**

**Date of the Event:**

**Date & Time to Be Picked Up:**

**Name of Borrower *(Please Print)***

**Organization/Parish:**

**CONTACT INFORMATION**

**Name:**

**Phone#**

**Email:**

**Phone: Date/Time To Be Returned:**

**Ornates**: \_\_\_\_ **(*Ornates with stoles come in one size)***

# assigned: \_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Short:**  \_\_\_\_

# assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Regular**: \_\_\_

# assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tall**: \_\_

# assigned: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number Deacon Stoles requested:**

Short: \_\_\_\_

# assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Regular: \_\_\_

# assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tall: ­\_\_\_\_

# assigned: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number Dalmatics requested:**

*Dalmatics with stoles come in one size*

# assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How vestments will be transported (e.g., in a car, in a truck)

***\*Racks and covers (To be determined by office of worship.* \*\**Use separate sheets to list assigned vestment numbers.­­­­­­­­­***

**Returned Date:**

**Returned Time:**

**Agreement for use of Office of Worship/Archdiocesan Vestments**

**DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TIME**  **:** \_  **AM or PM** *(Please circle one)* **Pickup or Delivery**

**Picked up/Accepted By:** X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please print your name) (please sign)**

In signing above, it is agreed that the organization and individuals who are using/transporting the vestments agree to the following (**please initial each statement):**

**[ ] I have checked the vestments which have been provided and agree that the vestments indicated on the form attached have been given to me in good condition.**

**[ ] I agree to return the vestments at the time and day listed on the vestment loan agreement. Any changes need to be cleared with the office of worship by calling Lilibeth Castro at 713-741-8735 or Yolanda DeLaRosa at 713-391-2696.**

**[ ] Upon returning the vestments, the office of worship will check to make sure they are returned in good condition. The organization borrowing the vestments agrees to pay for any damages/cleaning to the vestments or vestment bags or racks. Any missing item(s) will be billed to the organization.**

**[ ] If transporting the vestments by truck on racks, please secure the racks by tying them to the side of the truck.**

**Received / Accepted By:** X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Please print your name) (please sign)**

**Comments / Notations of Stains / Damage**

**­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**