

## **Grinnell College Theatre Department PROPERTIES USAGE POLICIES**

The Theatre Department endeavors to make its extensive properties collection available for individuals and groups on the Grinnell College campus who wish to engage in non-department-sponsored dramatic work, with the understanding that Theatre Department mainstage productions always have first priority for props usage. The purpose of this document is to clarify the procedures that individuals and groups must follow if they wish to use properties owned by the Theatre Department. These policies apply to all individuals, groups, and productions. If you have any questions about these policies, please contact the Department Chair or Technical Director.

### **NON-MAINSTAGE PROPS USE:**

- 1) Individuals and groups wishing to use props from any of the Theatre Department storage locations for smaller productions, class presentations, showcases, and the like, must contact the Props Storage Coordinator to set up an appointment. The Props Storage Coordinator does not have regular hours, but is expected to be available to check out props, including after hours if necessary. 48 hours notice is preferred; 24 hours notice is required.
- 2) Individuals and groups who are NOT affiliated with Grinnell College must secure the written authorization of the Department Chair before any loans of props will be permitted.
- 3) The Props Storage Coordinator maintains records of all items loaned.
- 4) Individuals and groups who check out props from the Theatre Department are responsible for keeping the items secure, and are financially responsible for any items that are not returned in their original condition, or are not returned at all. At the discretion of the Department Chair, individuals or groups who return items late, or who neglect to return items, may lose the privilege of using Theatre Department props in the future.
- 5) All modifications or alterations to props (including painting) must be approved in advance by the Technical Director.
- 6) Individuals and groups who have checked out props must return all items no later than the date indicated on the check-out agreement. All returns must be made under the supervision of the Props Storage Coordinator (therefore, an appointment is necessary). The Theatre Department is NOT responsible for damages, loss or theft if items are returned without the Props Storage Coordinator and/or are left unattended outside the props storage areas.

### **MAINSTAGE PROPS USE:**

- 1) The primary function of the props storage areas is to serve designers and students involved in Theatre Department mainstage productions. As such, the Props Storage Coordinator will grant priority use of all props to those involved with mainstage productions. 24 hours notice is requested for obtaining props with the assistance of the Props Storage Coordinator.
- 2) The Props Storage Coordinator will attend the first production meeting of every mainstage production to explain the props use policies to the Stage Manager and Scenic Designer. If the Scenic Designer is not present, the Stage Manager must include the policies in the production meeting notes, to be forwarded to the Designer.
- 3) Stage Managers (and their assistants) must make an appointment with the Props Storage Coordinator to obtain rehearsal props. In most cases, rehearsal props remain in production props cabinets through Strike. Formal check-out of items is not required for mainstage productions.
- 4) Scenic Designers (and their assistants) and Props Coordinators (if authorized) may remove props from the storage areas without supervision, with the following conditions:

**Grinnell College Theatre Department**  
**PROPERTIES USAGE POLICIES**

- a) Props Coordinators of productions must maintain accurate, up-to-date lists of ALL items taken from the props storage areas.
  - b) If Scenic Designers (and/or their assistants) remove items from the props storage areas, the Designer must notify the production's Props Coordinator of each specific item removed, so that the Props Coordinator's lists will be accurate.
  - c) **Scenic Designers (and their assistants) and Props Coordinators are NOT to re-shelve or re-sort any props within the storage areas.** In the event that they return items without the presence of the Props Storage Coordinator, they must place all items in the "RETURN PROPS HERE" bin located just inside the door to the dungeon.
- 5) The Props Storage Coordinator is not responsible for tracking mainstage production props, but he or she is available to assist in locating items efficiently and to maintain order in the storage areas during props searches.

Note: These policies do not apply to the loan, use, or return of certain items (including, but not limited to, handbags, watches, weapons, and firearms) that remain under the jurisdiction of the Costume Studio Supervisor.

Last Updated: 6/1/05 eps