STAGE PROPERTIES LOAN OUT POLICY

This document outlines how the Department of Theater and Performance Studies loans out stage properties.

1. **WHO CAN BORROW/RENT FROM US**: The Stanford University prop and furniture collection is made available for rental to Stanford TAPS Students, Stanford affiliated groups, and other bay area theatrical companies at the discretion of the Scene Shop and their production schedule. Loan out privileges are subject to change, and may be terminated at any time due to violation of the Prop Loan Out Policy.

2. **SCHEDULING APPOINTMENTS**: Currently all appointments must be scheduled with one of three people (see Contacts below). We require your appointment to be requested at least two days in advance with multiple appointment time options, as we operate under limited staffing and budgets. We will choose a time that fits into the production and staffing schedule and confirm it with you. A list of wanted items should be included in the request. We are not a retail rental house and cannot accommodate walk-ins or immediate requests.

3. **RENTAL FEES/PAYMENTS**: We accept cash and check payments only. A security deposit is required for all non-TAPS Department productions. The security deposit covers the cost of replacement and/or damage. Please refer to the chart with explanations below to determine what charges you will be responsible for:

<table>
<thead>
<tr>
<th>Stanford Group</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Productions, Grad and Undergrad Directing Workshops¹</td>
<td>Not Required</td>
</tr>
<tr>
<td>Class Showings &amp; TAPS Classroom Projects²</td>
<td>Required</td>
</tr>
<tr>
<td>Stanford Affiliated Groups¹ Theatrical Companies⁴</td>
<td>Required</td>
</tr>
</tbody>
</table>

¹ Stanford Graduate & Undergraduate students in the Directing Workshops & Senior Project Students may borrow props for their performances. No deposit check is required. Props used from our prop room for rehearsals may require a security deposit.

² Stanford Students may borrow props for Class Showings & TAPS Classroom Projects. Students are responsible for a security deposit check.

³ Stanford Affiliated Groups may borrow props for Class Showings & TAPS Classroom Projects. Students are responsible for a security deposit check.

⁴ Theatrical companies that we have reciprocal borrowing arrangements with shall provide a security deposit unless waived.

4. **ALTERATIONS/MAINTENANCE**: Props may not be altered in any way without specific advance approval. All props must be returned in good condition.
5. **RETURNS:** All items must be returned by the date specified on the Contract. Borrowers must return in person to assist putting the props back in their places. An appointment must be arranged prior to returning props. Failure to return or put away props will result in forfeiting security deposit and the lender or organization will lose loan privileges for the future.

6. **DAMAGED/LOST ITEMS:** The responsible party for the Loan Out Contract agrees to reimburse the Scene Shop at the full replacement value for lost or damaged items. “In kind” replacement of lost or damaged props will be negotiated at the discretion of the Scene Shop.

7. **SECURITY:** All loaned out props are to be secured at all times to ensure their safety.

8. **WE ARE UNABLE TO LOAN/RENT THE FOLLOWING:** Not everything in our prop storage area is available for use. Availability will depend upon where and how you are going to use our resources. Additionally, any item deemed fragile or in poor condition will be held back.

9. **CONTACT:** To schedule an appointment, send an email to:

   Paul Strayer, Shop Supervisor, pstrayer@stanford.edu;

   Linda Apperson, Stage Management advisor, apperson@stanford.edu; or

   Erik Sunderman, Assistant Technical Director, eriks17@stanford.edu