

## ADMINISTRATIVE POLICY

Memo No. 2

Issued September 1996

### **Costume, Furniture and Prop Loan Policy**

The University of Washington costume, furniture and prop stock exists to assist in the mission of the School of Drama; that is, for use in the productions of the School and in its classes. Loan of materials to other organizations and individuals will be considered if those organizations meet the School of Drama guidelines.

Organizations requesting access to the stock must be in a reciprocal relationship with the School of Drama. They must retain a usable stock of materials, which can be available for the use of the School. There must also be a permanent individual connected with the organization who will be responsible for the maintenance and return of the borrowed items. Accommodation of those other organizations and individuals will be arranged around the Schools' schedules and needs.

If there are any questions about these requirements the School of Drama reserves the right to deny access to its stock.

The School of Drama is not in a position to outfit entire shows for outside organizations. We will be happy to help with items which have proven difficult to find if they are not in anticipated need for School of Drama productions or workshop projects.

### **Costume Loan Guidelines**

The Costume Shop Manager will coordinate all loan requests. Any organization wishing to borrow costumes must contact the Manager for an appointment to look at the stock. Borrowers must assist the School in its planning and organization, so that staff time is kept to a minimum. The borrower must also provide both the necessary transportation and muscle to do the job.

The following items within the stock are not available for loan:

All footwear	Hats
Jewelry	Corsets
Wigs	Antique clothing
Men's dress and formal shirts	
Formal wear-frock coats, tailcoats, cutaway coats, striped trousers	
Formal vests	
All items designated "Not for Check Out"	

All garments must be returned cleaned or laundered as specified at time of check out.

No item is to be cut, dyed, painted, glued, or otherwise altered without the permission of the University of Washington Costume Shop Manager

All items must be returned in the same condition as they were when borrowed. Trim and accessories should be replaced. Items on plastic hangers will not be accepted.

Any lost or damaged items must be replaced or the borrowing entity will be billed for the replacement value, as determined by the University of Washington Costume Shop Manager.

### **Prop and Furniture Loan Guidelines**

The Staff Property Master will coordinate all loan requests. Any organization wishing to borrow items must contact the Prop Master for an appointment to look at the stock. Borrowers must assist the School in its planning and organization, so that staff time is kept to a minimum. The borrower must also provide both the necessary transportation and personnel to do the job.

Certain pieces of stock furniture are not available for loan. Any lost or damaged items must be replaced or the borrowing entity will be billed for the replacement value, as determined by the University of Washington Property Master.

PM8102/9-96

Administrative Policy Memo No. 2, first established 9/96

Subsequent Revisions:

Executive Committee approval: 9/16/96

Faculty Approval: 9/25/96