

PROPERTIES AND FURNITURE

- ◆ The Props Storage Manager must sign out all properties and furniture. Properties and furniture are not to be taken from their various storage areas without the Props Storage Manager in attendance. At least two people from your show must be present to check out and return furniture. The Props staff will be happy to assist you in the location of props and furniture, however you are responsible for moving and storing them. No items are allowed to leave the building without prior consent. All props must be secured in a locked space when not in use for rehearsal, tech or performance.
- ◆ **Steps to Borrow Props and Furniture from the UI Theatre Department Stock**
 1. Team Leaders should make an appointment at least 24 hours in advance with the props storage manager.
 - Contact **Props Storage Manager** for an appointment. Email is the official method for contact outside of office hours
 - Hand props are located in the building and only one representative from the show need be present
 - Furniture is located at an offsite facility. The props storage manager will drive the truck and grant access to warehouse, but Team Leaders are responsible for providing enough labor to pull items desired. Minimum 2 people. If more than 2 people are coming to the warehouse to help pull props, the team must provide their own transportation of the help. The Department truck can only carry 2 passengers plus the driver.
 2. Make arrangements for someplace to store your props and furniture
 - Contact **Katie McClellen**, Scheduling & Facilities Manager, about checking out a locked storage cabinet in which to keep your props
 - Contact **Ojin Kwon**, Technical Director, regarding gallery cubbies and/or slip stage storage for furniture. Storage space is limited so confirm with the Technical Director when and where you can store furniture props in advance of checkout. Furniture in the Cubby must be labeled by show name and Venue.
 3. Pulling items
 - Props Storage Manager will be present at all times during pull
 - items chosen must be properly checked out by Props Storage Manager
 - No items may leave either the props storage room or the warehouse until properly checked out.
 4. Once items have been checked out by the props storage manager:
 - They are now the responsibility of the show
 - All transport to and from props cabinets or storage locations is responsibility of show representative.
 - A copy of the props checkout form, completed by the Props Storage Manager will be emailed to the Team leader and the person who has checked out the items. A copy is always available from the Props Checkout Manager via email.
- ◆ All items must be returned by appointment with the Props Storage Manager in attendance. All Furniture must be returned the week following the close of the production. Warehouse runs are made twice a week, any furniture to be returned must be done during these scheduled times. Hand props may be returned to the prop storage room during the prop storage managers posted office hours or by appointment. Any props or furniture left in rehearsal, performance, or shop space after strike, returned without the Props Storage Manager present or are restocked by the Props Staff; the Team Leader will be billed for a 2-hour minimum call at the standard shop labor rate (see Appendix A) to complete the props return. Please plan your returns by the final production meeting.

- ◆ **Steps for Returning borrowed items to the UI Theatre Department Stock**
 1. Within 2 Business days after a show closes, make arrangements with the props manager for the return of borrowed items.
 - Email the Props Storage Manager to make an appointment to return items or
 - Stop by during posted hours
 2. Returning Items:
 - All returns should be made directly to the Props Storage Manager through prearranged appointments or posted office hours.
 - Items should be returned in the same or better condition than it was found.
 - Any items requiring a trip to the warehouse will require a minimum of 2 individuals from the show and a prearranged driving appointment with the Props Storage Manager. If more than 2 individuals are assisting with the furniture return they must provide their own transportation to the warehouse.
 3. If an item(s) is missing, you will have one week from return appointment date to locate the item and return it.
 - If the item cannot be located, it will need to be replaced or your U-bill will be charged.
 - Replacement / Charged procedure will be discussed on a case by case scenario.
- ◆ Properties to be purchased will require a Procurement Card. Any shop materials used for props are charged to your account. Any items purchased with departmental money or as part of a show budget are the property of the Theatre Department and must be returned to Props Storage at the end of the show's run. If a production requires food, space in the Shop refrigerator is available. Please check with a member of the Props staff before you store items and make sure items are clearly marked with the name of your production. Following your production, you must be sure that food is removed promptly and the refrigerator is cleaned. Failure to do so may incur additional labor fees.
- ◆ Limited props and furniture are available for Workshop Productions in Room 172; all furniture must be checked by the Technical Director prior to being moved into 172 to ensure the floor will not be damaged.
- ◆ Productions that require stage weapons (guns, knives, swords, etc) must make a written request describing the type of weapon needed and how the weapon will be used during the show. The request will then be submitted to Paul Kalina, Bryon Winn, Melissa Turner and Katie McClellan. Additional training may be required for the request to be approved. When weapons are checked out training will be given on proper maintenance, use, and appropriate storage. **No weapons, including toy weapons, may be brought to campus without proper authorization.**
- ◆ Operational firearms are not permitted for use in galleries, workshops, or readings without permission from the Director of Theatre, Technical Director, Production Manager, and Production Stage Manager.
- ◆ Stage weapons are only permitted after consultation and approval from Paul Kalina (paul-kalina@uiowa.edu or 353-2404) and the Theater Department Prop Master. Please contact the DOT and the PSM immediately to help facilitate the approval.
- ◆ Pyrotechnics are not permitted in any theatre production or space.
- ◆ Classroom cubes, tables, and chairs may not be used for productions in other spaces. Lobby tables and chairs may not be used for productions. IT IS A STRICT UNIVERSITY POLICY THAT NO ALCOHOLIC BEVERAGES CAN BE USED AS PROPERTIES. Receipts for these items WILL NOT be reimbursed by the Accounts Specialist.

- ◆ If a prop is borrowed from an individual or company off-campus, the Department has an insurance policy that covers them in case of loss, theft, breakage, or other damage, including fire and water, for their actual cash value. Please Note:
 - A claim can only be filed if there is a *Borrower/Lender Agreement* form on file. If items are to be covered by this policy, you must obtain and fill out this form and return it to the Props Assistant . It will list each item's actual cash value, which is the extent of its coverage. You should be in agreement with the lender as to this amount.

This insurance coverage is for \$5000 with a \$500 deductible. This means that if an item is lost or damaged and a claim filed, your production account is charged for the deductible amount. (If your account cannot cover the loss, you will be personally responsible for the difference--see TEAM LEADERS' RESPONSIBILITIES.) This insurance policy does not cover props borrowed from other University Departments; your account (or you) will be responsible for any loss.