

## Props Checkout Policies

### Theatre Arts at Iowa

1. We **DO NOT** check out props to individual students and/or for class usage. We make only 3 exceptions regarding this rule. Bryon Winn's lighting class, and an occasional class taught by Alan MacVey or Eric Forsythe. You **MUST** have the instructor's approval for props check out before scheduling an appointment. If you need props for any other class, you must provide your own.
2. Mainstage shows have priority over gallery shows when checking out props.
3. If you are checking out props for a second-stage or gallery you must:
  - a. Understand that **YOU ARE RESPONSIBLE** for all items in your possession when you check them out.
  - b. Make an appointment with the Props RA at least **ONE DAY** in advance and schedule a time during that RA's work hours to come and check out your props.
  - c. Have a detailed list of what you want
  - d. Schedule an appointment with the Properties Master to check out large furniture items not stored at Studio Arts. Bring at least 1 other person to assist in moving these items. Furniture checkout is at the discretion of the Properties Master, as some items in stock may not be used for non-mainstage shows. Furniture items may not be modified without permission from the Properties Master.
  - e. Make arrangements with the Props RA, who will coordinate with the Properties Master, to store furniture props. PLEASE label your furniture with the show name form supplied to you by the Props RA.
  - f. Have a props or student locker to keep hand props in when not in use. If you are borrowing for a class, you need to store hand props in an office or a classroom that has been pre-approved by the instructor.
  - g. Fill out a check out form with the Props RA and sign before you may leave with any item.
  - h. Make an appointment at the time of check out to return all items to the Props RA.
  - i. Return your items on the day specified. You must give a 24-hour notice if the return date and time needs to be changed.
  - j. Bring at least 1 other person to help in returning larger items to their storage area.
  - k. If you do not return your items on the date specified, after one reminder, you will be charged a late fee of \$5 per day to your student account. If you do not return your items at all a props staff person will put them away for you, and you will be charged a minimum of 2 hours labor, possibly more (at a rate of \$22/hour).
  - l. All return items that are damaged or broken are subject to a replacement charge. Value is established at the discretion of the Properties Master or Props RA.
4. We follow a **strict protocol** when it comes to checking out and using realistic/replica firearms for any show, regardless of whether they fire a blank or not. The Properties Master, without exception, checks out all firearms. No check out of these items will be made to any show, regardless of whether it is fired or not, until the director, the Stage Manager, the actor (s) using the weapon, and the crew person responsible for it backstage watch the Gun Safety video and pass the test. These items **MAY NOT** be stored in a props locker or student locker. They must be locked in an office and stored in a desk drawer when not on stage. They **MAY NOT** be placed on the props table during the run of a show, but must either be locked up, on stage, or in a crew person's hand at all times. There are no exceptions. If this policy is abused in any way, the gun will be taken away from the show.
5. The props TA or staff member will assist you in the collection and gathering of what each show needs, but the assistance and responsibility of the particular production staff is expected and required.