

THEATRE PROGRAM STUDENT LOAN POLICY

Introduction: Borrowing or lending items from the Theatre Program for use outside Theatre Program productions is a privilege and not a right. The Program aims to facilitate loans to students, but it should be understood that loans are time consuming for staff and take a toll on objects loaned.

This policy aims to:

- Encourage and reward commitment to the Theatre Program
- Prioritize and facilitate an *individual's* personal creative work
- Reduce the time that staff (including student staff) spend on borrows/rentals

Policy:

A student wishing to borrow items from the Theatre Program must fulfill the following in order to do so:

- They must be working, have worked, or have committed to work in a student staff position for the minimum of one semester *during the particular season* in which the borrow request is made. (For example, they might have signed up to be a props artisan, to work as a wardrobe supervisor, etc.) *They do not have to be working in the semester they ask to loan items if the above qualification is or will be met.*
- They can only borrow from the department in which they are/have/are committed to work (costume workers may borrow costumes, but not props, for example).
- They can only borrow for a purpose of which they are the prime and sole creator. Thus, a scenic designer for a TOOP show may only borrow scenic/prop items for a show on which they serve as the sole Scenic or Props Designer (if no specific props designer is working on a production, the scenic designer may borrow props). If the student is part of a co-design team, both designers would have to fulfill requirements.
- A non-refundable \$30 restocking charge for each loan is required from the student or student activity for which the loan benefits.

Some related procedures:

- This policy only applies to students loaning items for projects external to the Theatre Program. Students needing to borrow items for Theatre Program classes, or Theatre Program events and productions (OA, etc.) are exempt from these rules.
- The number of items that individual production departments are prepared to lend varies. Please check with the appropriate department.
- Length of loans; damage, maintenance, and loss policies vary by department. Please check if you are unclear with the faculty or staff member in charge of your department.

- A \$30 restocking charge is mandatory per loan (or per item loaned, as applicable.) Students borrowing for personal projects that may incur difficulty paying the restocking fee, should consult with the appropriate faculty or staff member.

Other Notes:

- Directors of student shows (outside of the Theatre Program) are allowed to loan a maximum of 5 items from any department *if* they have been an AD, served on a stage management team, or acted on a mainstage production during the course of the particular season. Restocking fees etc. apply.
- Students filling other roles on student group productions (stage management, actors, etc.) are ineligible to borrow for those productions.
- Students found abusing this policy, or who are late with returns, or who miss meetings with staff/faculty who are loaning items, or who return items that have been soiled or damaged may be prohibited at the Program's discretion from borrowing items.