

COSTUME, SET AND PROPS LOAN POLICY

BROCKVILLE THEATRE GUILD and BROCKVILLE OPERATIC SOCIETY

1. Costumes, sets and props (CSP) can be used by the BTG and BOS for the promotion of shows (eg. window displays, etc.).
2. Costumes, set pieces or props will not be used for parades, parties or for personal use.
3. All schools within Leeds and Grenville and Not-For-Profit organizations will be permitted to borrow costumes, set pieces and props for theatrical productions upon request to the CSP Managers. All other requests for the loan of costumes, set pieces and props will be at the discretion of the BTG/BOS boards of Directors.
4. When costumes, set pieces and props are borrowed by Schools, Not-For-Profit and Professional Theatre Companies the BTG and BOS shall appear in the acknowledgements in the programme.
5. Initial contact for a loan request will be made to the Costume or Sets/ Props Managers. In the absence of a CSP Manager, initial contact for the loan of costumes, set pieces, and props should be made to the Presidents of the BTG/BOS who then may delegate to a Board Member to handle the request.
6. Upon acceptance of the request to borrow costumes, set pieces or props from the BTG/BOS, the party borrowing shall meet with the Manager of that particular dept. at the Musi Theatre building to receive the item/s to be

borrowed. All items loaned are to be recorded in a carbon copy book with one copy to be given to the organization borrowing. A return date will be decided between the Manager and the borrower. They will meet at the Musi Theatre to return all items borrowed. Costumes are to be cleaned before returned and any damages or loss of items borrowed will be at the expense of the borrower.