

TITLE: Prop Room

POLICY NUMBER: 501

<b>CATEGORY:</b> Facilities and Properties	Board Secretary's Affirmation of Official Board Action Adopting This Policy
<b>DATE OF ADOPTION:</b> 6-10-19	<i>Madeline D. Yannarone</i> Secretary

**Related Policies:** 201, 202, 203, 204

**Objective:**

To ensure that the Villages Amateur Theatre (VAT) costumes, properties (aka props), set pieces, makeup supplies, lighting supplies, and other important items are stored and secured properly to prevent misuse by VAT members and others. To have a current inventory of these items in case of fire, theft, or other events.

**Policy:**

The Villages Amateur Theatre (VAT) currently has a locked area in the balcony part of the Cribari Auditorium hereafter referred to as the Prop Room. The Prop Room contains the items used by the VAT in its various productions. The VAT Board must know who has access to this room, what inventory is stored there, who has the authority to check out items from this room, and the time line for their return.

**Procedure:**

Appointment of Prop Room Manager

The VAT Board President shall appoint a Prop Room Manager with the approval of the VAT Board. The Prop Room Manager shall not be an Executive Producer of any area and must be a member in good standing of the VAT.

Prop Room Manager

The Prop Room Manager shall be responsible for overall care and maintenance of the Prop Room. This includes:

- Acceptance of new costume, prop, and other items to the Prop Room and their entry into the inventory list.
- Removal of unneeded, soiled, or worn costume, prop, and other items and their removal from the inventory list.
- Maintaining the Prop Room in a clean and well-organized manner.
- Keeping the Check Out list and ensuring items from the Prop Room are checked out and checked in as stated in this policy.
- Reporting any violation of this policy to the VAT President.

## Authorized Prop Room Key Holders

The following are authorized to possess a key to the Prop Room:

- Executive Producer for Stage
- Executive Producer for Matinee Theatre
- Executive Producer for Readers Abroad
- Prop Room Manager
- President (if not an Executive Producer)

## Securing of Prop Room

The Prop Room must be kept locked when not being used.

## Transfer of Prop Room Keys

Whenever the position of an authorized Prop Room key holder changes, the Prop Room key must be transferred from the outgoing person in that position to the incoming one.

Executive Producers and the President may transfer their Prop Room keys to others for their use. As an example, the Executive Producer for Stage may give the Prop Room key to the Director of a production, who many in term give it to the Costume Manager of that production. However, the overall responsibility for the key resides with the Executive Producer or President. Prop Room key transfer is not allowed by the Prop Room Manager.

## Costumes and Props Usage

With the exception listed below for the VAT President, VAT Prop Room items shall only be used for VAT Productions. They shall not be loaned or used for any other purpose.

The VAT President may allow the use of Prop Room items for other purposes including loaning them to other organizations and individuals. This shall be done for the purposes of enhancing the reputation of the VAT, or for other promotional purposes. Examples include enhancing goodwill with other organizations, and usage of items for promotional articles.

**Prop Room Check-in and Checkout**

There shall be a check out list in the Prop Room. The Prop Room Manager will have overall responsibility for its maintenance.

When checking out an item the following information must be entered into the list:

- Name of the person checking out the item
- Date the item is being checked out
- Reason for the item being checked out. For example, the name of a Production, or a promotional event, or being loaned to another organization.
- Approximate Date the item will be checked in (returned).

When checking in an item, the following must be entered into the list:

- Name of the person returning the item (if different from the person who checked it out).
- Date the item was returned.

The Prop Room Manager will be responsible for contacting those late in returning items to the Prop Room to facilitate their return.

The Prop Room Manager shall report any overly due items to the VAT President as a violation of this policy.