

TITLE: Set Cage

POLICY NUMBER: 502

<p>CATEGORY: Facilities and Properties</p> <p>DATE OF ADOPTION: 6-10-19</p>	<p>Board Secretary's Affirmation of Official Board Action Adopting This Policy</p> <p><i>Madelaine D. Yannaccone</i></p> <hr/> <p>Secretary</p>
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Related Policies: 201, 202, 203

Objective:

To ensure that the Villages Amateur Theatre (VAT) set pieces stored in a cage at the Villages Corporation Yard are 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 cage area at the Villages Corporation Yard. The cage contains set pieces used by the VAT in its **Stage Productions**, and **Matinee Theatre Productions**. The VAT Board must know who has access to this room, what inventory is stored there, as well as who has the authority to take items from this room, and the timeline for their return.

Procedure:

Appointment of Set Cage Manager

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

Set Cage Manager

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

- Acceptance of new set items and their entry into the inventory list.
- Removal of unneeded or damaged set items and their removal from the inventory list.
- Maintaining the Set Cage in a clean and well-organized manner.
- Reporting any violation of this policy to the VAT President.

The Set Cage Manager should be knowledgeable about Set Design and Construction.

Authorized Set Cage Key Holders

The following are authorized to possess a key to the Set Cage:

- Set Cage Manager
- President

The Set Cage Manager may issue keys to other VAT members as needed, tracking who has the keys to the Set Cage.

Securing of the Set Cage

The Set Cage must be kept locked when not being used.

Transfer of Set Cage Keys

Whenever the position of the President or Set Cage Manager changes, the Set Cage key must be transferred from the outgoing person in that position to the incoming one.

Set Cage Keys must be returned to the Set Cage manager by those possessing keys (other than the President) upon request.

Set Cage Keys may not be transferred to any other person without the knowledge and consent of the Set Cage Manager.

Set Cage Usage

With the exception listed below for the VAT President, Set Cage 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 Set Cage 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.