

Pentacle Theatre Policy	SUBJECT: Loaning Props, Furniture and Production Enhancement Equipment to Outside Organizations
Approved By: 2021 Governing Board Patrick Moser, Vice President	Effective Date: June 28, 2021

Purpose: To protect the theater’s considerable investments in technology and equipment and oversee the loaning of props, furniture and production enhancement equipment to outside organizations.

Definitions:

Furniture: Any furniture owned by Pentacle Theatre used in a production. Examples include sofas, chairs, benches, dinette sets, side tables, shelving units, large appliances, etc.

Main Stage Productions: Shows that are performed in the theater’s auditorium as part of the theater’s official offerings.

Mission-critical equipment: Lighting instruments, lighting control boards, speakers, microphones, sound mixing boards, amplifiers, computers or any device or system that is permanently installed.

Outside Organization: Any theatre or organization (e.g., church, school, local business) who contacts Pentacle Theatre requesting the temporary use of an item owned by Pentacle Theatre. Any person authorized to represent the outside organization may make the request on behalf of the organization.

Production Enhancement Equipment: Any equipment owned by Pentacle Theatre used to visually or aurally enhance a production. Examples include microphones (excluding body mics), cables, music stands, fog machine, mirror ball, etc.

Props: Any article used on-stage that is owned by Pentacle Theatre. Examples include kitchenware, small appliances, swords/guns, suitcases, books, wall pictures, wagons, large head pieces, suit of armor, etc. (Costumes and wigs are not included in this policy.)

Volunteer: Any unpaid person working on any aspect of a Pentacle Theatre production, on a committee or in any other capacity.

Policy: In an effort to establish and maintain goodwill between Pentacle Theatre and outside organizations, Pentacle Theatre will make available for loan the props, furniture and production enhancement equipment owned by Pentacle Theatre. Props, furniture and production enhancement equipment will not be loaned to individuals for personal use.

No Volunteer shall take props, furniture or production enhancement equipment without the permission of the Technical Director.

Mission-critical equipment is not available for loan.

Mission-critical equipment shall only be removed for the purposes of repair or to support official, sanctioned events of Pentacle Theatre when such use will not impact the normal operation of the theater or its scheduled Main Stage Productions.

If the Technical Director determines that an item is too valuable to loan, or that Pentacle Theatre has an immediate need for the item, the Technical Director has the authority to decline the request for the item. Note: Due to the frailty and replacement cost of body mics, they will not be made available for loan.

The borrower must provide a certificate of insurance for the replacement cost of the item or a deposit for the replacement cost to replace or repair the item in the event an item is lost or damaged. The Technical Director will determine the current replacement value for the item.

Procedure: Any person representing an outside organization may contact the Technical Director to request permission to borrow props, furniture or production enhancement equipment.

The Technical Director, or their designee, will check out each item from the theater's inventory database noting the condition of the item, and whether the item can be altered. The documentation will include contact information of the borrower, the outside organization they represent, the date the item was borrowed and the anticipated return date. The rental agreement must be signed by the Technical Director, or their designee, and the borrower.

The Technical Director will be responsible for ensuring the borrowed item is returned as agreed upon in the rental agreement, and for verifying the condition of the returned item. If an item is damaged, the Technical Director will work arrange for repairs and pursue compensation from the deposit or the borrowing organization's insurance.

This is replaced by the inventory database generated Rental Agreement.