

Funding the routine and emergency replacement of equipment

(approved September 26, 2011)

A. PURPOSE

Funding the routine / emergency maintenance and replacement of equipment used by Pentacle Theatre

B. POLICY

This policy establishes a procedure for funding the routine / emergency maintenance and replacement of equipment used in the production of Pentacle Theatre shows.

C. POLICY PROCEDURE

- 1) The production director will create a schedule for the replacement of production equipment.
- 2) When equipment and supplies are replaced the production director will replace them using funds from the general production budget.
- 3) In the case of premature failure of equipment the production director will replace it using funds from the Emergency fund.
- 4) The general production budget is funded by 3% of annual ticket sales.
- 5) The Emergency fund is funded through an established investment account.

ADOPTED : **Date 26 September 2011** by action of the Governing Board.

Signed:

Governing Board President
Robert Sauberg

