

HCT Borrowing Policies as of F'11

A person **may not** borrow anything if they have outstanding items.

Costumes:

Direct students with questions to the Costume Shop Supervisor.

- **Shoes** may only be borrowed for productions inside EDH.
- **Clothes** may only be borrowed for indoor productions, unless cleared by the Costume Shop Supervisor
- **Hats** may be borrowed at the PM's discretion. If you have doubts, check with the Costume Shop Supervisor
- **Masks** may not be borrowed.
- **Wigs** may only be borrowed for indoor, on-campus productions.
- **Furs or Fuzzy Costumes** may not be borrowed.
- **Original Period Garments** may not be borrowed under any circumstances. If a student wishes to reference them, direct them to the Costume Shop Supervisor.
- **Items with washing instructions** must be washed according to those instructions before being returned.
- **Items with dry-cleaning instructions** must be dry cleaned.
- **Items without cleaning instructions** must be cleaned according to instructions given by the Costume Shop Supervisor before being returned.

Props:

- **Cloth Items** may only be borrowed for indoor productions.
- **Dishes/Foodware** must be washed with dish soap before being returned.
- **Props-Making Supplies** may only be used by slotted shows.
- **Light Bulbs and Other Expendables** may only be used by slotted shows.

Furniture:

- **Furniture** may only be borrowed for indoor productions.
- **Furniture** may not be altered except with the permission and under the direction of the Staff Technical Director.

Equipment:

- **Equipment** may only be borrowed at the discretion of the Staff Technical Director.
- **Equipment** may only be borrowed if the borrower (or the person who will be using the equipment on behalf of the borrower) has been trained by the Staff TD, and deemed sufficiently knowledgeable about the equipment by the Staff TD.
- **Tools** may not be borrowed. Direct students with questions to the Staff Technical Director.

Off-Campus/5-College Requests should always go through the Staff Technical Director.