

## A2CT PROP USE POLICY

### **Use in A2CT shows (mainstage, studio series, jr. theatre):**

Props and furniture may be used without charge.

The current show has priority of usage.

In the event that a prop or furniture piece is lost or damaged beyond repair, the replacement cost will be charged to the show budget.

### **Use by others:**

A2CT shows have priority over all others.

The Handling Fee charged will depend on whether or not A2CT is placing an ad in the borrowing party's program. See the attached fee schedule.

Props and furniture must be returned on time. Items not returned within one week of show closing will accrue a late fee of one dollar (\$1) per item per day until returned. After one month, they will be considered lost.

The borrowing party will be charged for the cost of repairing or replacing lost or severely damaged items.

At pick up, the borrowing party will pay the handling fee to the shop manager. In addition, expensive items shall require a damage deposit check of one hundred dollars (\$100) to be held by A2CT until the items are returned and inspected. (This check will not be cashed unless items are returned in severely damaged condition, or not returned in a timely manner.)

Handling fee schedule:

Type of prop	With program ad	Without program ad
Small hand-held items	\$1 to \$5 each	\$1 to \$5 each
Chairs and very small furniture pieces	\$5 each	\$10 each
Large items and furniture	\$10 each	\$25 each
Rare or irreplaceable items	\$25 each	\$50 each