

GRAND ISLAND LITTLE THEATRE
PROPOSED POLICY FOR LOANING/LENDING
EQUIPMENT, COSTUMES AND PROPS

Grand Island Little Theatre will loan some equipment, costumes and props without charge to students of area high schools. All other entities will pay a deposit to use certain items of equipment, costumes and props in accordance with the following:

Any item with an estimated value of less than \$300 will require a deposit of \$25.

Any item with an estimated value of \$300 or more will require a deposit of \$100.

The Chairperson, who is a member of the Production Council, is in charge of each area (equipment, costumes or props) shall at his/her discretion estimate the value of the item and decide the appropriate deposit to be charged.

They will also establish an anticipated date of return of the item. Should the item(s) not be returned on the date mutually agreed on by both parties, the Chairperson shall follow-up with a reminder call.

Should the item(s) be overdue by more than 7 days, the chairperson will continue to have the item(s) returned and the deposit will be forfeited.

The Chairperson will be responsible for completing a Sign-Out Form and collecting the deposit. The form will describe the item, the approximate value of the item, the deposit submitted and the anticipated date of return. Said sign-out form will be signed by the borrower and the Chairperson and will be delivered to the Executive Director within 48 hours.

EXCLUSIONS TO THIS POLICY – Because of the initial cost, the cost of repair/replacement and the delicacy of the items, Grand Island Little Theatre will not loan or rent the body microphones and the sound board purchased in 2004 nor the hanging microphones purchased in 2007.

RIGHT TO REFUSE REQUEST – Representatives of GILT management have the right to refuse any request for renting or loaning equipment, props and/or costumes.

RENTAL – Some items may be available for rental on a case by case basis.

Approved by Board of Directors April 5, 2010