

Spotlight Players Procedures for Inventory Lending

Our Mission: To provide an avenue for the community to participate in the performing arts; to develop the skills of our members and others in the theater arts (acting, directing, technical and administrative); to offer a variety of entertaining and cultural productions; and, to expand the number of people exposed to the arts through theatrical productions and activities.

In order to pull items from the storage unit the following procedures need to be observed:

1. A 72 hour notice must be given to the Storage Committee to select an agreed upon date to meet and pull items aside from the storage unit.
2. At least one member of the Storage Committee must be present when a group or individual that is not with a Spotlight Players production is in the storage unit.
3. When pulling items from the storage unit, the Storage Committee must verify that the group or individual has taken those items (and only those items) written on the detailed inventory listing along with a picture of each item. If there is any noted damage a close up will be taken on the damaged item for reference.
4. After the initial pulling of the items the Storage Committee will contact all directors and producers of the upcoming Spotlight Players production. Upcoming Spotlight Productions have top priority over items in the storage unit.
5. Once directors and producers confirm they do not need the pulled items the Storage Committee will meet on an agreed upon date with requestor for a pickup of the items.
6. A minimum refundable deposit of \$75 will be required for all individual or group lending or renting. An increased refundable deposit will be necessary if the minimum deposit does not cover the replacement cost of items being pulled. The Storage Committee will notify individual or group of the deposit amount when confirming date of pick up.
7. A refundable deposit is due at time of pick up. Check, Cash or Money Order will be accepted. The refundable deposit will be cashed and reissued and mailed to the individual or group within a week of the items being properly returned to the storage unit. If the individual or group will not be receiving the refundable deposit in its entirety due to a rescheduling fee or damage to an item the individual or group will be notified immediately and a broken down invoice will be included with the remainder of the deposit.
8. If the individual or group is borrowing items for a production in which a program is going to be printed a proof of the program must be supplied to the Storage Committee prior to printing to verify that Spotlight Players received ad space or a thank you in the program with our website and upcoming production listed.
9. If there is not a program printed or the individual or group does not wish to give Spotlight Players an ad and the individual or group does wish to use items from Spotlight Players a non refundable rental fee can be arranged.
10. Costume pieces should be dry-cleaned or washed before returning them to storage.
11. Costume pieces should be returned in the manner they were taken (on a hanger, in a bag, etc.)

12. All items, with the exception of some set construction items, must be returned in their original condition. Exceptions will be pointed out at time of rental and noted on the Detailed Inventory List.
13. If you plan to alter the condition of a prop or costume, you must seek approval from the Storage Committee in advance, as noted above. If you decide after borrowing an item that you wish to alter its condition, email the Storage Committee at storage@spotlightplayersmi.org.
14. If something has happened to a prop or item (e.g. breaks, rips, or other damage), email the Storage Committee immediately at storage@spotlightplayersmi.org. Depending on the severity of the damage a small fee may be applied.
15. At the time of pick up a date must be agreed upon by the renter and the Storage Committee by which all items will be returned to the storage unit. This date will be no later than two weeks following strike unless the Storage Committee is unable to meet within that time.
16. If you are incapable of returning items by the previously agreed-upon date, email the Storage Committee immediately at storage@spotlightplayersmi.org to avoid penalty!
17. If the initial and second agreed-upon date is then again changed there will be a \$25 rescheduling fee will be deducted from the deposit.
18. Failure to return items in a timely fashion may result in a strike to the person or group responsible for signing out the items.

Date of Return: _____

Signed Item Request: _____

Signed Detailed Inventory List: _____

Signed Copy of Guidelines and Procedures: _____