

# STUDENT ORGANIZATIONS RENTAL POLICY- COSTUMES AND PROPS

- Carleton's Department of Theater and Dance costume and prop stocks are a resource for the students of Carleton. To keep the service of renting costumes or props available to Carleton students, we ask you to comply with the following procedures and policies in the renting and return of our stock.
- Student organizations are defined as those supported by the Student Activities Office (SAO), that is, Carleton Student Association (CSA) chartered student organizations, or student groups recognized and financially supported by the College.

## Rules for Renting

- An appointment is required to rent OR return props or costumes
- Appointments must be made at least 48 hours in advance
- Only ONE PERSON per project may sign out props or costumes
- Props or costumes will not be rented for more than 4 weeks without special permission from shop supervisors
- Props or costumes will not be rented without a student group budget number
- Props or costumes will not be rented without the college-issued ID number of the individual signing out the props or costumes
- Props or costumes will not be rented for social events including but not limited to: dances, parties, receptions, and Halloween
- The shops reserve the right to waive fees or deny rental at the discretion of the shop supervisors

## How to Rent

Members of student organizations can schedule a time to come in and rent or return props or costumes by emailing either [rentprops.group@carleton.edu](mailto:rentprops.group@carleton.edu) (for props) or [rentcostumes.group@carleton.edu](mailto:rentcostumes.group@carleton.edu) (for costumes). Please email your appointment request **at least 48 hours** before you need the item. No requests will be considered without an appointment.

Please bring the following to your rental appointment:

- The CSA/SAO student group budget number of the organization you are renting for
- Your personal, college-issued individual ID number
- The director or costume designer of your project, and only a few partners or other people to help carry or move things.

At your appointment, you will be able to look through available stock in order to find items that will work for your project. Once you have decided on what you are renting, you will sign a rental contract and provide both the student group budget number and your college-issued individual ID number.

## Fees

Renters must provide a CSA/SAO student group budget number, as well as their college-issued individual ID number, at checkout. Late fees, repair fees, and replacement fees will be charged to the **individual** who signed out the props or costumes in question. Consumable fees and cleaning fees will be charged to the **organization** the items are being rented for. Depending on the type of fee, either the individual's college-issued ID number or the organization's student group budget number will be charged at the end of the term.

### Late Fee

If an item is held for longer than 4 weeks without special arrangement with the shop supervisor, the individual will be charged a \$50.00 late fee.

### Repair Fee

The individual will be charged for any material that the shops must purchase in order to repair an item if it is discovered to be broken upon return. The majority of repairs do NOT require this.

### Replacement Fee

If an item is not able to be repaired by the shop (as determined by the shop supervisor) or is not returned by the last day of classes of the term it was rented in, the individual will be charged a replacement fee. The replacement fee will be calculated by the shop supervisor in one of the following ways:

- By determining the cost of a new, similar replacement item
- By determining the cost of a repair done by a professional
- By determining the cost of labor and materials needed for the shop to recreate the item
- In the case of vintage items, by determining the cost of a similar vintage item (if one can be found) or by determining the cost of labor and materials needed to recreate a similar vintage item

### Consumables Fee

Items that are disposed of after use (make up, pantyhose, fake cigarettes, etc) require a fee to replace the item(s) in stock. That fee will be determined by shop supervisors based on the cost of the item(s) in question, and charged to the organization.

## Cleaning Fee

Applies only to costumes. It is our policy to clean ALL costumes that leave the costume shop. Cleaning fees are charged to the organization on a **per item** basis based on what type of cleaning that item requires:

Machine Washable Clothing	No Cleaning Fee
Cleanable with Home Dry Cleaning System (Dryel)*	\$1.00 per item
Dry Clean Only Items	\$8.00 per item

\*Items that can be cleaning with Dryel are dry clean only items that are unstructured and worn over clothing (e.g., overcoats, vests, tabards, capes)