

Prop Lending for Classroom and Small Departmental Projects

- All lending requests go through the Assistant Properties Director, Megan Dietrich. Mcgerbe2@illinois.edu
- A complete list of the props needed must be requested via email at least two weeks prior to the date of performance.
- All action requirements surrounding the items rented will need to be discussed with the Asst. Properties Dir. prior to the rental. Meaning; no sitting, standing on, jumping off of, or misuse of furniture or hand props in any way.
- Depending on the scope and scale of your prop needs, the Asst. Properties Dir. will determine if we can accommodate the rental. Rental requests may be denied based on:
 - Time available
 - Lack of funds
 - The item(s) requested
 - Current availability of item in stock
 - **Furniture will be lent on a case by case basis.**
- Any scouting in or pulling from the prop stock will need to be scheduled at least a week prior to the desired date.
- All rentals must provide their own labor for pulling and restocking large items.
- Renters will have one hour and one prop associate to help them with their rental, for both the pulling of and restocking of their props.

The fine print.

- All renters are responsible for replacing any damaged items borrowed.
- Props must be stored in a secured location that does not interfere with regular classroom activity, the Prop Dept. is unable to lend road boxes.
- Props are rented on an “as-is” basis and will not be altered by the Prop Dept. or the renter. All items should be returned unaltered.
- We are able to purchase items for Small Departmental Projects within the budget you are working with. We will not pay for items out of our shop account. We are only able to purchase items for productions with budgets or projects with funding ie. Tuition Differential.
- **We do not rent the following items.**
 - Weapons or restraints of any kind
 - E-cigarettes
 - Things you put in your mouth (whistles, harmonicas, pitch pipes, etc.)
 - Items that are not easily replaceable, i.e. real antiques, or items we deem delicate or fragile.
 - Consumables (to-go containers, paper bags, paper, pens, markers, etc.)