

Stage Coach Players Lending Policy

1. Stage Coach Players has many stock pieces of costumes, props, furniture as well as sound and light equipment. These items have been procured by SCP and are used internally by many SCP shows.
2. SCP is willing to lend equipment and stock pieces to non-profit organizations and SCP members for personal use but can not subsidize the entire cost of purchasing, maintaining, storing, and repairing a complete costume, props, furniture, lighting and sound inventory for the local community.
3. Therefore SCP will begin effective January 1st, 2009 charging for lending of items. This fee will be broken into two components:
 - a. A replacement fee equal to the value of the items borrowed which will be refunded on return of the item in the condition it was borrowed.
 - b. A rental fee to cover normal wear and tear and to defray the costs of storing and minor repair as well as replacement of consumables.
4. The items will be checked out by the SCP Vice-President or designate. This person will ensure that the items work and in good condition before lending. This same person will be present at the return of the goods and will ensure that the items are returned in the same condition as they were lent.
5. SCP would expect at least two weeks notice for any borrowing requests; any notice less than this period will be done on an as-available basis only.
6. SCP has first priority for all items and can identify items that are non-loanable either due to upcoming show needs or discretion of the board.
7. Costumes that are altered will not be considered returned in the condition that they were loaned.
8. Props and furniture can NOT be painted.
9. Flats and platforms can be painted.
10. Fees will be paid before any item is released. For established organizations that use purchase orders a purchase order can be substituted.
11. SCP reserves the right to deny loaning of items to organizations that have not returned items in the past or have returned items damaged.
12. No other items other than the items listed below are available for loan. Specifically excluded from removal from the building are the light and sound board as well as all outboard sound equipment except for the wireless mikes.
13. The following fees will apply:
 - a. Costumes
 - i. Replacement fee depends on the piece. If the value is not known then \$100 per costume
 - ii. Rental fee \$10 per week per outfit. The item must be returned cleaned using the proper method for the garment (i.e. dry clean if needed). Non-cleaned items will be deemed as unreturned.
 - b. Props
 - i. Replacement fee. Depends on the piece.
 - ii. Rental fee. \$10 per week per item.
 - c. Wireless Mikes
 - i. Replacement fee \$600 per set (mike, element, and base unit)

- ii. Rental fee \$20 per week per mike. Please note this does NOT include replacement of any elements or batteries.
- d. Lights
 - i. Replacement Fee \$150 per instrument
 - ii. Rental fee \$10 per week per instrument. Replacement of lamps will only be done when the equipment is returned.
- e. Furniture
 - i. Replacement fee depends on the piece. If the value is unknown then \$250
 - ii. Rental fee. \$10 per week