



## **PROP SHOP POLICIES**

### **HOW TO MAKE AN APPOINTMENT**

- Send an email to [propshop@sfsu.edu](mailto:propshop@sfsu.edu) to make an appointment. Appointments are available on Tuesdays from 10:30am-3:30pm and are 30 minutes long. Choose a time slot on a Tuesday.
- If the appointment slot is available you will receive a confirmation email, if not we will suggest other times.
- Please don't show up without a confirmed appointment. We will not be able to accommodate you.
- If you are unable to make your appointment please email: [propshop@sfsu.edu](mailto:propshop@sfsu.edu) We cancel missed appointments after 15 minutes.

### **BEFORE YOU GET TO THE SHOP**

- Wear appropriate attire: Closed toed shoes with no heels. Please do not wear loose or baggy clothing as it can get caught when moving props and cause injury.
- Bring your own moving supplies: Boxes, bags and packing material.
- Bring a Complete prop list with photos (save it to your phone/device because we don't have good cell service in the basement)
- If you are taking items off campus we will check your car vehicle to make sure everything is safe, so please plan to park nearby.
- Bring enough people to help you move the props. If you are borrowing heavy items do not come alone.

### **HOW TO CHECK OUT PROPS**

- Arrive at the door to the prop shop and knock loudly.
- Have all of your forms signed and ready to give the Prop Shop Coordinator.
- Wait at the door until the PSC gets you, do not go into storage alone.
- Fill out a rental form (this will be provided) fill in all fields.
- If you need access to an item that is up high or is heavy, please ask the PSC for help. We will supervise your lift.
- Bring all props to the freight elevator hallway, the PSC will check your list against the props and make an appointment with you for return.

### **TAKING CARE OF PROPS**

- Props may not be altered without the written consent of the PSC
- Damaged props will be assessed and either a fee will be charged, or an arrangement for replacing the damaged item will be made in writing.
- Failure to report a damaged item or to replace/repair a damaged item will result in revocation of prop shop privileges.

## **WEAPONS**

Weapons are only available for on campus supervised faculty theatre productions. A faculty or staff member must be on site (in theatre or classroom) any time weapons are to be used. Weapons may not be used in public places, or private outdoor space without written confirmation from UPD (or applicable local law enforcement) and must have paid security personnel present.

## **OFF CAMPUS BORROWING POLICY**

Bay Area Schools (Public and Private), Alumni, and Non-Profit Theatre companies are allowed to borrow properties from SFSU School of Theatre and Dance free of charge. We do accept donations of materials, props, and cleaning supplies, but they are not required. At this time SFSU does not rent properties to For-Profit and commercial ventures.



Web: [theatredance.sfsu.edu/](http://theatredance.sfsu.edu/)  
email: [propshop@sfsu.edu](mailto:propshop@sfsu.edu)

## RECEIPT AND AGREEMENT WITH PROP SHOP GUIDELINES

I, \_\_\_\_\_, have received, read, understood, and agree to follow the Prop Shop Policies. I agree that if I violate any of these guidelines that my privilege to rent or borrow props from the SFSU prop shop can either be temporarily suspended or rescinded indefinitely. I agree to listen to the Prop Shop Supervisor and Attendant while in the shop, and to take care of props when they are in my possession.

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Signature

Date

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Department, School, or Organization

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Prop Shop Coordinator

Date