

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Equipment Loan and Tool Rental Policy and Procedure		Number:
		e file name: loanprc.wpd
Date	Change Summary	
4/21/98	Initial inclusion in P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

This will make standard policies and procedures concerning the loan or rental of any theater assets or property. In philosophy, it is the policy of the Williamsburg Players to assist other performing artist groups when possible. There are many times we need tools and/or equipment in order to mount our own shows. We will therefore rent or loan when it does not create a problem for our own production schedule or process. Equipment should be rented when ever possible. This procedure was first established in 1990 and revised in 1994 and 1995.

2. Policies or Procedures:

- A. The request will be presented to the VP Production or his/her designee using the "Theatrical Equipment Rental or Loan" form. Complete information relating to the borrowing organization, the loan or rental period, the rental value, and the items in question must be provided.
- B. The VP Production or his/her designee will evaluate the request by:
 - a. Surveying the equipment stock and condition.
 - b. Discuss the equipment needs with the Directors and Producers impacted during the period of the loan.
 - c. If applicable, set the rental value based on past practice and or replacement value.
- C. If approved, the VP Production or his/her designee will arrange for the equipment/tools to be withdrawn from storage and inspected.
- D. The representative of the borrowing organization or person will sign the form, pick up the equipment, return the equipment and initial the return on the form.

- E. If applicable, a copy of the form will be provided to the Treasurer to process any applicable rental fees. If applicable, a copy will be forwarded to the VP Publicity if there is a quid-pro-quo deal for advertising and as an FYI on the expected publicity by the renter or borrower as required by the agreement.
- F. In the event the item is not returned by the agreed date or is damaged, the VP Production will determine the cost of repair or replacement and request the Treasurer will bill the borrowing organization for the costs.
- G. If applicable, any honoraria, scholarship funds, or production reimbursements will be retained until the equipment is returned or paid for.
- H. Rental Costs (based on past practice)
 - a. Platforms (replacement for 8' x 4' x 6" - \$50.00) - \$10 to \$15 for a period not to exceed 4 weeks.
 - b. Mirror Ball (replacement value \$60.00) - \$60.00 refundable deposit, \$10 per weekly rental not to exceed 4 weeks.

The Williamsburg Players, Inc.
 200 Hubbard Lane/P.O. Box 91 Williamsburg, Virginia 23187 (757) 229-1679
 Theatrical Equipment Rental or Loan

The terms of this agreement shall be:

- 1) Any equipment loaned or rented must be returned by agreed date.
- 2) Pick-up from stock and return to stock storage work is the responsibility of the borrower.
- 3) Any damage to equipment will be charged to borrower, up to and including complete cost of replacement, if appropriate.
- 4) Lighting instruments will be rented or loaned without cord connector, or lamp.
- 5) Lamps for these instruments may be purchased from the Players for the cost of replacement.
- 6) Instruments will include yoke, c-clamp, and safety cable.
- 7) The borrowing organization will give credit to the Williamsburg Players for production assistance and an announcement regarding our next show.
- 8) Rental Fees are due upon receipt (pick up) of material and will be late if not paid when material is returned.

Date of Pick-up: _____ Date of Return: _____

Name of Organization (Bill to): _____

Address of Organization: _____

Organization Phone #: _____ Name of Responsible Person: _____

Address: _____

Home Phone: _____ Work Phone: _____

Quantity	Material Description	Rental fee	Checked (by WP)

By signing below, I agree to the terms of the loan. I further agree to represent the borrowing Organization, and to be responsible for the fulfillment of this contract.

Date: _____ Responsible Person: _____

Williamsburg Players' representative: _____