



PROPERTIES BORROWING AGREEMENT

I. Production Name: _____

Dates of Performance: _____

Team Leader/Borrower: _____

Email: _____ Phone #: _____

II. Have you checked out a Prop Cabinet or Locker to store your items? _____

If not, do you have an office to store your items? _____

III. What type of Production is this? (Circle One)

Productions may be limited to what is available for checkout and use from the PAPU Collection.

GALLERY WORKSHOP NEW PLAY FESTIVAL

BFA CONCERT GRADUATE CONCERT

FACULTY CONCERT UNDERGRAD CONCERT

GRAD EVENT UNDERGRAD EVENT

THESIS PROJECTS CLASS PROJECTS

IV. If this is a class project, has the use of props been approved by the Class Instructor and Props Manager?

YES _____ NO _____

(Instructor permission is **required** to checkout and use items from the Collection for class.)

V. A strike plan must be in place to borrow any items from the PAPU Collection:

Date and Time of Return Appointment: _____

Signatures of both people who will be at the return appointment:

Signature #1: _____ Email: _____

Signature #2: _____ Email: _____

**Missed appointments will not be tolerated. You may reschedule an appointment if needed. **

VI. Location where Furniture/Hand Props will be dropped off and picked up from: (Circle One)

GALLERY CUBBY

SPACE PLACE

HALSEY HALL

I understand these items to be the property of the University of Iowa Performing Arts Production Unit Collection and are to be returned in the same or better condition. No alterations of properties or furniture is allowed without prior permission from the Props Manager. Should these conditions not be met, the production will be charged the replacement cost of the item.

Team Leader/Borrower Signature: _____ Date: _____

Props Coordinator Signature: _____ Date: _____