DEPARTMENT OF DRAMA
FALL 2015 DEPARTMENTAL LOAN POLICIES

The Tisch Undergraduate Department of Drama offers several loan resources to curricular and main stage productions. Departmental loans consist of various and limited theatrical supplies that are available to supplement design elements for productions taking place within the Drama Department. Please note Departmental loans are not equipped to supply a full complement of scenic, costume, lighting, sound, or prop elements for every production that is taking place within the Department.

* Please note that all departmental loans are accessible by appointment only. *
See individual loan policies for appointment hours.

Anyone expecting to use departmental loan resources is responsible for understanding and adhering to these policies.

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<tr>
<th>Production Resource Office Contacts</th>
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<tr>
<td>Jon Dunkle</td>
<td>Production Manager</td>
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<tr>
<td>Emily Rea</td>
<td>Associate Production Manager</td>
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<tr>
<td>Ryan Parow</td>
<td>Production Administrator</td>
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<th>Department Loan Contacts</th>
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<tr>
<td>Jon Zencheck</td>
<td>Technical Director</td>
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<td>Scenery &amp; Shop Use Inquiries</td>
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<td>Patrick Brennan</td>
<td>Scene Shop Supervisor</td>
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<td>Prop Loan Inquiries</td>
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<tr>
<td>Therese Bruck</td>
<td>Costume Director</td>
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<td>Costume Loan Inquiries</td>
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<tr>
<td>Kimberly Parkman</td>
<td>Costume Shop Manager</td>
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<td>Wardrobe &amp; Shop Use Inquiries</td>
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<tr>
<td>Josh McConchie</td>
<td>Lighting Supervisor</td>
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<td>E-Loan Lighting Inquiries</td>
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<td>Kurt Bradley</td>
<td>Audio Supervisor</td>
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<td>E-Loan Sound Inquiries</td>
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Resources from Departmental Loans are first allocated to StageWorks Productions, followed by Studentworks and curricular productions. Loan resources are based on stock and availability. Costume and Prop resources are not available for use in class.

If something breaks, please contact the appropriate loan supervisor or contact the Production Resource Office.

Violation of any policy outlined in this document can lead to permanent suspension of loan and/or shop use privileges.
UNDERGRADUATE COSTUME LOAN
2nd Floor of 721 Broadway, Costume Shop
Contact: Therese Bruck (tb71@nyu.edu)

GENERAL INFORMATION
• Undergraduate Costume Loan is a small selection of costumes, accessories, rolling racks and costume-related equipment for use in only department-sponsored and curricular productions throughout the academic year.
• Undergraduate Costume Loan items are available to Tisch Undergraduate Drama students, faculty, admin, and designers for use in curricular studio productions, Studentworks, and StageWorks productions.
• Undergraduate Costume Loan access is by appointment only. To make an appointment, please send an email to the Costume Director Therese Bruck (tb71@nyu.edu) including the following information:
  - Borrower’s name, NetID, phone number and e-mail address
  - Contact information for the director, stage manager, or production manager for the project, including phone number and e-mail
  - Title and Location of Project
  - Dates of Tech, Performances, and Strike
  - Studio Affiliation
  - Admin or Faculty Contact
  - Style/period in which the show will be presented
  - Specific list of the items needed

HOURS - Fall 2015
• Costume Loan Appointments are available during the following hours:
  Mondays 10:00am to 6:00pm
  Tuesdays 10:00am to 6:00pm
  Thursday 5:00pm to 8:00pm

COSTUME LOAN POLICIES
• Access to Costume Loan is limited to appointment hours only. There are no drop-in hours available. An employee of the Costume Shop will accompany you when pulling items.
• Borrowers must have an approved appointment request from the Costume Director before coming to pull any costumes.
• All items borrowed from Costume Loan will be documented by a member of the Costume Shop staff at the time of pick-up. Condition of the items will be noted before checking out.
• Costumes must be cleaned and deodorized prior to return.
• If items are returned damaged, dirty, or in poor condition, the borrower is responsible for the cost of any cleaning or repairs necessary.
• Dressing rooms must be kept in clean and safe condition.
• Return appointments must be scheduled before you borrow. You are responsible for restocking anything that you pull, even if you don’t use it! The Costume Shop staff is not responsible for re-stocking borrowed items.
• Costume Shop Staff or Workstudy students can not open Costume Loan outside of designated appointment hours.
• Costumes to be returned may not be left in the Costume Shop. They must be checked back in by a member of the Costume Loan staff during a scheduled appointment.
• Washers and dryers are available by appointment. Access is not guaranteed. To inquire about availability of wardrobe facilities, please contact Costume Shop Manager Kimberly Parkman (parkman.kimberly@nyu.edu)
• Violation of any of the above policies will result in permanent loss of borrowing privileges.
• Shop access is determined on a case-by-case basis and is subject to availability. Shop time must be requested one week in advance. Requests should be made in writing to Costume Shop Manager Kimberly Parkman (parkman.kimberly@nyu.edu)
UNDERGRADUATE COSTUME DEPT – SHOP TIME
721 Broadway, Room 202
Contact: Kimberly Parkman (parkman.kimberly@nyu.edu)

GENERAL INFORMATION
- The Undergraduate Costume Shop is workspace and classroom dedicated to the construction and maintenance of costumes for StageWorks productions.
- The Undergraduate Costume Shop is sometimes available to Tisch Undergraduate Drama students, faculty, admin, and designers for work directly related to curricular studio productions, Studentworks, and StageWorks productions. Access is on a limited basis and is subject to approval.

HOURS - Fall 2015
- Costume Shop hours are by appointment only and typically end at 10pm. An employee of the Costume Shop will be present for all shop hours. The Production Resource Office Night and Weekend Supervisors will enforce the working hours of the shop.
- Shop access is determined on a case-by-case basis and is subject to availability. Shop time must be requested one week in advance. Requests should be made in writing to Costume Shop Manager Kimberly Parkman (parkman.kimberly@nyu.edu).
- When there are performances in the Loewe Theater, use of the Costume Shop may be limited due to noise bleed.

SHOP POLICIES
- No one is permitted to work alone in the Costume shop.
- Return the shop exactly how you found it when you came in. Stop what you’re doing 15 minutes before you leave so you have time to clean up.
- Never leave the shop open and unattended
- The scene shop does not provide expendables. Provide your own thread, fabric, trim, findings, etc.
- Do not remove tools or materials from the shop unless special permission is given.
- Do not touch, move, or borrow materials, projects, clothing or other items that do not belong to you.
- Do not use any tools or machines that you feel uncomfortable using or have never used before.
- Special permission is required prior to using sewing machines.
- Irons must be turned OFF before you leave the shop. Hot irons may not be left unattended at any time.
- You may not store costumes or other materials in the Costume Shop. Some racks may be available for off-site storage. If you need a rack for storage, please write the Costume Shop Manager.
- Fittings for curricular productions must take place in dressing rooms. The shop fitting room is not available for use.
- Paint and other craft materials are not permitted. If your project is craft-related, please consult with the Costume Shop Manager.

Violation of any of these policies will result in permanent suspension of Costume Shop privileges.