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.

<table>
<thead>
<tr>
<th>Production Resource Office Contacts</th>
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<tbody>
<tr>
<td>Jon Dunkle</td>
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<tr>
<td>Emily Rea</td>
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<td>Ryan Parow</td>
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<th>Department Loan Contacts</th>
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<tr>
<td>Jon Zencheck</td>
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<tr>
<td>Patrick Brennan</td>
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<td>Therese Bruck</td>
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<td>Kimberly Parkman</td>
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<td>Josh McConchie</td>
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<td>Kurt Bradley</td>
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Resources from Departmental Loans are first allocated to StageWorks Productions, followed by curricular and StudentWorks productions. Loan resources are based on stock and availability. Costume and Prop resources are not available for use in classes.

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 PROP LOAN
Sub-basement, 721 Broadway
contact: Pat Brennan (patrickbrennan@nyu.edu)

GENERAL INFORMATION
• Tisch’s Undergrad Prop Loan is an assortment of hand and furniture props for use in only department-sponsored and curricular productions throughout the academic year.
• Undergraduate Prop Loan items are available to Tisch Undergraduate Drama students, faculty, admin, and designers for use in curricular studio productions, StudentWorks, and StageWorks productions.
• Prop Loan is located in the sub-basement of 721 Broadway. To get to the front desk of Prop Loan, head to the bottom of stairway G, which is located across from the basement vending machines and nearer the bathrooms. From the bottom of the stairs, take a right and head to the end of the hallway to a set of double doors. Prop Loan is inside. Alternatively, come to the Scene Shop on the corner of Mercer and Waverly and ask someone who works in the Scene Shop.

• Prop Loan access is by appointment only. Appointments must be requested at least 48-hours in advance.

• To make an appointment, contact the Scene Shop Supervisor Patrick Brennan (patrickbrennan@nyu.edu) or visit this link: https://docs.google.com/a/nyu.edu/forms/d/10CGryuTh5upQHghHkl-K2StnChyLpKBYdjkArNFXMia/viewform

• Some Undergraduate Scene Shop stock items may be available to Tisch Undergraduate Drama students, faculty, admin, and designers for use in curricular studio productions, Studentworks, and StageWorks productions on a limited basis.
• Scenic inventory is subject to change. Scenic elements or equipment available may include stock platforms, theatrical flats, masking, schedule 40 pipe and selected hand tools. Requests for specific scenic elements must be made directly to Technical Director Jon Zencheck (zencheck@nyu.edu) or the Production Resource Office at least 1 week in advance of load-in.
• Please note all scenery, fabrics and props must be properly treated with FDNY approved flame retardant product. Flamex Paint Additive or an equivalent treatment must be applied on all surfaces. Latex paint is not inherently flame retardant. Please contact the Production Office or Scene Shop if you need guidance on how to properly flameproof your materials.

Fall 2015 HOURS
• Prop Loan Appointments are available during the following hours:
  Sundays       6:00pm to 10:00pm
  Mondays       5:00pm to 9:00pm
  Tuesdays      5:00pm to 9:00pm
  Thursday      5:00pm to 9:00pm

PROP LOAN POLICIES
• All appointments must be made 48 hours in advance.
• The borrower must bring a physical copy of the appointment request form with a signature signifying Faculty/Admin approval. Your Faculty/Admin will be contacted if your props are not returned in a timely fashion.
• Borrower is liable for the cost of any lost or damaged props.
• Borrower must schedule a prop return appointment when picking up your props.
• The borrower who submits the form must be present at both pick-up and drop-off of the rental.
• No Props may be modified without express permission from the Scene Shop Supervisor.
• Props may not be rented for classes, only department productions. Contact your production manager or studio head if you are not sure if your show falls under department productions.
• Please note there is no longer a reservation or tagging system. Be prepared to take any props you want to rent with you on the day of your appointment.
• Keep prop loan organized and clean. Do not return dirty props. Do not bring back any other props than what you rented. You will be asked to take it with you when you leave.
• Violation of any of the above policies will result in permanent loss of borrowing privileges.

Rev: 1/11/15