

Prop Sign-Out Policies

- Once signed out, all props are the responsibility of the borrower noted above.
- All props must be returned by the date specified on this Prop Sign-Out Form.
- If you are unable to keep your return appointment, contact the Prop Shop Manager at least 24 hours in advance to reschedule.
- No item may be cut, painted, or altered in any other way without specific consent from the Prop Shop Manager or Production Manager. *(Most changes will be approved; you simply need to ask!)*
- If an item is lost or damaged, the borrow agrees to replace the item or provide reimbursement equal to the value of the lost/damaged item.