

**Brighton High School  
Theatre Props Department**

**Procedures for borrowing props**

1. Props will be loaned solely to school and community groups only.
2. Brighton Visual and Performing Arts Department reserves the right to approve or disapprove the loaning of any and all pieces requested.
3. Props will be loaned no earlier than 8 weeks before production week.
4. The borrowing organization is responsible for any props returned damaged and will be charged for the repair or replacement of the prop.
5. Props will be returned no later than 2 weeks after the final performance.  
Groups that do not return materials by the deadline run the risk of not being able to borrow props in the future.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brighton High School Props Master

\_\_\_\_\_  
Date

\_\_\_\_\_  
Performance Dates

\_\_\_\_\_  
Return Date

