

Theatre Arts Guild

Costume/Props Rental Policy & Procedure

Approved by the Executive Board July 2, 2025

Policy

Theatre Arts Guild may, from time to time, approve the renting of costumes/props.

1. Costumes and props are the property of the Theatre Arts Guild.
2. The rental of any costume/prop is solely at the discretion of the Theatre Arts Guild.
3. Rental requests from schools will not be considered.
4. Costumes/props will not be rented for personal use, i.e. for Halloween or for social events.
5. All rental agreements require a designated person who takes responsibility for the agreement, as well as, an additional responsible contact person (in case one person becomes unavailable).

Procedure

6. All rental requests must be submitted via email to the TAG Costumes and Props Team at tagcostumeprops@gmail.com. Note: any requests received via phone must be forwarded to the TAG Costumes and Props Team at the same email address.
7. Appointments are to be made in advance, via the same email address, for the selection, pick-up and return of rented items.
 - a. The first meeting will be to select the items. Then we will document them and assess the replacement cost as well as the rental fee amount.
 - b. The second meeting will be to pick up the items, to sign the rental agreement form and to pay the rental fee amount.
 - c. Lastly, we'll meet to return the items at which time they will be inspected to ensure there is no damage and that care requirements have been met.
8. Rental agreements will be prepared and filed for ALL items leaving TAG. Photos will be taken for our records and also provided to the renter.

9. Alterations

No major alterations may be done to costumes and props without prior written approval. This includes but is not limited to: painting/dyeing items, gluing things to items, cutting into and cutting away parts of items.

10. Damage

Reasonable wear to costumes is to be expected, but a replacement fee may be assessed where a costume/prop has been damaged. Damage includes but is not limited to: tearing, burning, cutting, removal of buttons, medallions, badges or any other trim or decoration, make-up or other permanent stains or any other damage that renders the costume unusable.

11. Cleaning

All costume pieces must be returned clean and free of stains and body odour. Where applicable, returned items will be assessed an additional cleaning fee.

12. Lost Costumes

Lost costumes and props will be assessed a replacement fee.

13. All rented items must be returned on time as per the Rental Agreement.

14. The Treasurer is responsible for invoicing and collection of fees.

15. APPENDIX A – Version Control

Version (Date)	Updated By	Description of Change
July 6, 2020	Costume Team	Original Document
July 2, 2025	Debora Pollock with Costume Team	Renamed as Rental Policy instead of Loaning policy. More fully described appointments. Removed forms. Other miscellaneous edits.