



The Barron Theatre

in partnership with the Mermaids Performing Arts Fund

Tool Loan Set Policy

Policy Name

Tool Loan Policy

Applies To

All set builders

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Author

Ryan Delaney (rjd22@)

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Administrator

Set and Props Officer, Mermaids (merprops@)

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09-05-2020

Approved By

Cate Hanlon, VP (clh24@), 21-01-2020

1. DEFINITIONS

In this Policy, the following expressions have the meaning set opposite:

the Policy	this document;
a Facilitated Show	a show funded, provided resources, or provided building facilities by The Mermaids Performing Arts Fund
an Acceptable Venue	A venue owned by the University of St Andrews or the St Andrews Students Association approved by the Set and Props Officer
the Tools	Any tools owned wholly or in part by The Barron Theatre or the Mermaids Performing Arts Fund

2. SCOPE

2.1 This policy covers all set builders part of a Facilitated Show requiring use of the Tools

3. TERMS

3.1 The Tools can be loaned from the Barron Workshop for use in any Acceptable Venues

3.2 The Tools can only be loaned on explicit written approval by the Set and Props Officer

3.3 Any of the Tools borrowed without permission is considered an infraction of workshop use and may lead to suspension of workshop privileges or any other punishment as chosen by the Set and Props Officer or the Mermaids Performing Arts Fund Committee

3.4 A request to borrow the Tools must be made a minimum of 48 hours before the event and must contain the following properties

3.4.1 What the Tools contains (a full inventory)

3.4.2 What Approved Venue to which you are taking the Tools

3.4.3 For how long you will require the tools

3.4.4 Transport arrangements as per clause 3.5

3.5 Arrangements for collecting and returning the tools must be organised by the requester, at their own expense. Any changes must be communicated to the Set and Props Officer as soon as possible

3.6 Borrowing the Tools without an official approval will also be considered an infraction as per clause 3.3