

Property Rental Request Guidelines

School of Theatre, Television and Film
San Diego State University

Prop Rental Supervisor: Kristen Flores 619.594.1178 keflores@sdsu.edu

Who Can Rent?: Properties and furniture are available for rental to students participating in School of Theatre, Television and Film classroom activities or officially sanctioned productions. All other groups may inquire about rental arrangements. We do not rent for parties, weddings, Halloween or other non-production activities.

Appointments: Properties and furniture rentals and rental returns are **BY APPOINTMENT ONLY**. Please contact us at least **two week** in advance to schedule an appointment, not including weekends. A Property rental request form may be obtained online or via email. To schedule an appointment, please call or email the Prop Rental Supervisor or Prop Master. We are unable to accommodate walk-ins. The scheduling of actual times for pick-up and return will be at the discretion of the Rental Supervisor and Prop Master. Renters are expected to be on time and late arrivals (more than 10 min. late) will be asked to reschedule. You will have a maximum of 30 minutes per appointment. If you feel you need more than 30 minutes please let us know so, that if possible, we can schedule consecutive appointments. Be prepared. The rental request form is designed to facilitate this time limit. Rental return appointment must be made at time of check-out.

Limits: Weapons of any type are not available for rental. The properties rental supervisor does not handle any special effects equipment (foggers, hazers, etc.) or lighting equipment, which is rented out from the School.

Liability: The renter assumes all liability for the rental items when they are in the renter's possession. Fees for lost or damaged items will be assessed accordingly at the discretion of the Prop Mistress and are subject to change without notice. The School of Theatre, Television and Film reserve the right to refuse rental at any time.

FEES: Fees for campus related activities are currently being waived.

Deposit: A minimum deposit check for \$100 is required at check-out. This check will not be cashed unless items are not returned on time or come back damaged. The deposit amount is based on the number of pieces checked-out and may be increased if there is a significant amount of items rented. The deposit check will be returned once items have been returned undamaged and on time.

Moving and loading: The renter will be responsible for moving and loading all rented items. You need to bring enough people to move everything in a timely manner. The TTF Department does not provide dollies, carts, hand trucks, moving blankets or rope, so if you need them, bring your own! Parking next to the building is at your own risk. Do not block sidewalks.