



Harvard Student Prop and Costume Stock

Harvard Student Use Guidelines

Harvard Student Prop and Costume Stock is located in the basement of the Loeb Drama Center (64 Brattle Street). Go to the basement via the east stairs (past the receptionist but before the green room). Turn right at the bottom of the stairs and walk through lighting storage. The door is labeled.

Harvard Student Prop and Costume Stock Hours:

Tuesday: 1pm – 6pm

Thursday: 1pm – 7pm

Friday: Noon – 2pm

Students and HRDC shows outside of the Loeb should plan on only accessing stock during regular hours. Under extenuating circumstances, HRDC shows can get in touch with HRDC Board Members to coordinate off hour returns. Board Members will do their best to accommodate these requests. Any props/costumes brought in outside of stock hours **must** be checked in with Suzy at the earliest possible opportunity.

Checking-out Items:

- Before check-out, renters must leave a deposit check for \$200 (minimum). Some larger/expensive items require a larger deposit. This check will not be processed unless items are damaged or not returned. All items must be checked out with the Rental Supervisor and recorded on the Prop/Costume Rental Form.
- **Costumes** can be put on hold till load-in by placing them on the holds rack with a label (Name, phone #, show name, and dates needed).
- **Furniture** items can be held till load-in by labeling the item with a piece of tape (Name, phone #, show name, and dates needed).
- **Small Props** can be held till load-in by gathering items into a box and labeling (Name, phone #, show name, and dates needed).
- **Items must be picked up during rental hours, please plan accordingly.**

Checking-in Items:

- **Items must be returned during rental hours, please plan accordingly. Renters are responsible for storing props and costumes till they can be returned and checked in.**
- **Furniture** items need to be returned to their storage locations. You should take a picture of where it was pulled from so it can be returned to the proper location.
- **Small props** are to be placed in a cardboard box and labeled with the show name, prop master name, and phone number. The props master will need to check in the props with the Rental Supervisor.
- **Costumes** are to be taken to Hillside Cleaners (49a Brattle Street) to be cleaned. Please use dry-cleaning by the pound. Please pay at the time of drop off, label with show name, and have them delivered to the Loeb Drama Center. Dry cleaning can take up to a week to be returned. Once the costumes have been cleaned, the Costume Designer will come back and check items in with the Rental Supervisor.