

3.0 Borrowing from the storeroom

1. Shows shall reserve costume and prop items by placing those items into a crate/s and/or tub/s clearly labelled with the name of their show.
2. Crates or tubs must be stored neatly so as not to obstruct walkways or create tripping hazards. Crates or tubs must not be overflowing; shows may use as many tubs as is reasonably necessary to store their items.
3. No show may, without the express permission of a crew or production team member of the show in question, remove, transfer or otherwise alter the contents of crates or tubs reserved for another show. Where a show is made aware that the contents of their crate/s or tub/s have been tampered with, they should notify the other show and/or a member of the storeroom team to resolve the issue.
4. Shows may only label crates and tubs using laminated labels with their show's name provided by the storeroom team or, where one is unavailable, masking tape that clearly and obviously indicates the name of the show. Nobody is to write directly on a crate or tub.
5. Where a show wishes to reserve a set piece or prop item that cannot readily be stored in a tub, they should fix a clear and non-permanent label denoting the name of the show to the item and, in the case of a set piece, notify the storeroom chat.
6. Where a show wishes to reserve flats, they should place a booking in the 2026 master storeroom form. Full flat availability will be published in the 'Flat Bookings 2026' spreadsheet, accessible on the 2026 storeroom chat.

7. Priority the use of flat flats shall first go equally to Shakesoc, NUTS and MTC, second equally to halls and revues, and third to any external shows at the discretion of the storeroom team.
8. Preference for the 'good' (deconstructible, solid black) flats will be given to the show that books the flats first. However, where one of two shows held in the same week is to be held off-campus and the other on campus, preference for the deconstructible flats for the off-campus show for ease of bump-in may be negotiated.
9. Where two shows are held in the same week, the storeroom team may help to facilitate negotiations between the shows to come to a compromise such that both shows are able to construct their sets.
10. Storeroom items may be temporarily or reversibly modified for a show without permission from the storeroom team.
11. Shows must seek permission from the storeroom team to make permanent modifications to storeroom property. Where such changes are minor and/or do not change the potential use cases of the item (e.g., modification of a costume piece to fit a cast member), this may be done via direct message, however if the change is more significant (i.e., dyeing a costume piece), this should be done through the Storeroom Master Form.
12. Under no circumstances may shows modify prop firearms in such a way that obscures the orange tip.