

Checkout Policy for Cirque Equipment

- 1) Employees must alert or notify the Cirque Department teacher Before going into the cirque equipment storage area or general big top to select items they will be using for a show, event, or activity.
- 2) Once a cirque item(s) have been chosen, the cirque equipment checkout sheet must be filled out in full and turned into the cirque department teacher. If a teacher will be checking out multiple items for multiple students, the teacher should fill out the checkout sheet and include student names next to each item.
- 3) Once the cirque equipment checkout sheet has been filled out it will be stored in the cirque checkout folder within the cirque department office.
- 4) When the equipment has been returned, the borrower will sign that the equipment has been returned on the checkout sheet and the paper will be removed from the folder.
- 5) Once a month the cirque department will go through the checkout folder to evaluate what item(s) are outstanding for return and those borrowers will be contacted.

*This policy is set in place for shows/events that are not regularly scheduled on the master calendar prior to the start of the year or smaller events/activities where possibly only a few students are involved. i.e.; talent show, fairs, luncheons, solo events, competitions.