

## **GCB Rental Policy**

Approved March 10, 2026

### **Background**

GCB has been approached (by local organizations, community members, GCB Artistic team staff, UM School of Theatre and Dance, and our own Nutcracker dancers) with requests to use GCB costumes, equipment, soft goods, and props (hereby referred to as “assets”). Specifically, there has been interest in various tutus, our Nutcracker and Rat King, the Chinese Lion, and the Angel Scene fog machine and star backdrops. The circumstances surrounding each request are unique, and it has become apparent to the Board of Directors that GCB needs a formal policy regarding the rental or loan of its assets.

### **Considerations**

- Unrelated Business Income Tax
- Collecting damages from an individual versus organization
- Insurance coverage and general liability (for injury caused by GCB asset)
- Capacity of GCB staff to manage rental agreements and distribution/return of assets
- Transparency and equity (consistent pricing and rental to all or none)
- Damage or loss of current or planned use of GCB asset (versus asset not in current use)
- Fiduciary responsibility to GCB donors

### **Policy**

GCB maintains an inventory of specialized equipment, custom costumes, and production sets that are essential to its mission of *preserving Missoula's Nutcracker for our children and community*.

**It is the policy of GCB that assets currently being used (or planning to be used) are for the organization's exclusive use and are not available for rent (or loan) to third parties or individuals.**

Assets are strictly reserved for GCB rehearsals, Nutcracker performances, and GCB-sanctioned community events (i.e. Nutcracker characters at the baseball game fundraiser). GCB assets not currently being used (or planning to be used) will be considered by the Executive Director and/or GCB Board of Directors for rent or loan on a case-by-case basis.

Any party attempting to use GCB property without authorization shall be held liable for the full replacement cost of the items. The organization indemnifies and holds harmless its officers and board members from any claims arising from the enforcement of this policy.