**Storage Facilities:**

**Pagoda** - small white building with red roof and red circles on it, situated between the Health Center and Cartref. This building is locked, though both the Co-Coordinators and the Pagoda Mistress have keys. Let the Pagoda Mistress know in advance when you want to access the building. During Tech Week, the Pagoda Mistress will lend the Stage Manager(s) her Pagoda key. SPT’s stuff is stored in an unlocked closet to the right of the door when you first enter.

The Pagoda Mistress is in charge of inventorying and keeping order within the Pagoda storage. She must be communicated with in advance for access. She will be on call to assist at the strike of a show to put things away neatly and note down what new items have been added by that production to SPT’s holdings.

When removing items from the Pagoda for a show, sign them out in the sign-out binder with the item, the date checked out, and your name. When putting things back, note down the date that they were returned.

Remember that the Pagoda is a shared space. College News, Akoue (yearbook), and the Women’s Center all share the Pagoda with us. Keep it neat. Avoid leaving items out in the communal sitting area for long periods of time when you are not actively removing or replacing items.

Our large stuff (wood, jacks, lighting trees) are in the room across from the bathroom (belongs to the women’s center). They have kindly let us keep our large things that are a fire hazard away from the power and internet distribution that is in the smaller closet that is assigned to us. Some of our other large items get May Dayed down (Cenci Chair, Macbeth Mirrors)