

# Yale College Dean's Office - Undergraduate Production Prop Weapon Chain of Custody

Please read the [Undergraduate Production Prop Weapon and Stage Combat Policy](#) or the [Undergraduate Filmmaking Prop Weapon and Stage Combat Policy](#) before filling out this form. One designated student will be responsible for oversight of all prop weapons used in a production or film. At least 24 hours prior to checking out prop weapons from UP, students must submit a written transportation plan which lists each date that a prop weapon will move between locations. Yale Police will be notified in advance of all transportation plans. The responsible student must pick up prop weapons at the UP office, document transportation using the Prop Weapon Chain of Custody Form, and track prop weapons using the Prop Weapon Check In Log. The responsible student must retain responsibility for the prop weapons until their return to Undergraduate Production. Prop weapons must be transported in a locked transport case provided by UP, and must be secured in a locked room when not in use. At no time may prop weapons be stored in a student's room.

Production/Film: \_\_\_\_\_

Responsible Student: \_\_\_\_\_

### Approved Prop Weapons Checked out from UP


### Approved Transportation Schedule

Date	Departure Location	Arrival Location
	Undergraduate Production, 294 Elm	
		Undergraduate Production, 294 Elm

Undergraduate Production Approval signature

\_\_\_\_\_

Lock Code: \_\_\_\_\_

### Chain of Custody

Received by (Print Name)	Date	Phone #	Signature