

#7.7

CARE OF ROBES, UNIFORMS AND COSTUMES

PURPOSE: To determine the best course of action to maintain robes, uniforms and costumes in the best possible condition.

APPLICATION: This Policy shall include all robes, uniforms and costumes owned by Chapel by the Sea.

PROVISIONS:

1. All robes including those for Chancel Choir and youth choirs will be cleaned as needed. Robes requiring dry cleaning will be cleaned in the summer. Choir members, at their own expense, may have their robe cleaned at other times as needed. Washable robes will be washed in the summer. The Music Director's robe will be cleaned as needed.
2. Uniforms (golf shirts) worn by groups to identify themselves shall be the responsibility of individuals to keep clean and in good repair.
3. Costumes shall be cleaned at times determined by Staff with the help of volunteers. The type of fabric shall determine the method of cleaning.
4. Line item budget funds shall be established for the cleaning process. Bids shall be solicited by the Worship Committee for large cleaning projects.
5. Music Budget funds may be used to clean costumes when music groups have used costumes.
6. Approved dry cleaning bills should be submitted to the Office Administrator for payment.

RESPONSIBILITY: The Worship Committee shall be responsible for ensuring the timely care of all Music Department robes.