

Instructions and Q&A for Checking Out Items from MSPA Storage

Where is the MSPA Storage?

The MSPA storage (commonly referred to as the “Cage”) is in the basement of the Menlo Creative and Design Center (the “CADC”). Upon entering the CADC, the door to the basement is on your right after the stairs leading to the second level. This door is locked - you will need security to open this door and to open the Cage door in the basement.

What types of items are available to borrow from MSPA Storage?

MSPA has acquired several items that they store for MSPA use and welcomes and appreciates any donations as well. In general, items available for borrowing are tablecloths (round and banquet), décor items (i.e., votives, themed party décor), paper products/plasticware, and party supplies (i.e., clip boards, scissors, pens, extensions cords). *Please refer to the complete Inventory List that can be found [here](#):*

Not all items in the MSPA Cage are available to borrow. Only items on the Inventory List are available for checking out. Bins marked for specific MSPA events: Parent Education Conference, Latte Mornings, Globa Expo, Fun Run, Hospitality, Holiday Decorations, Children’s Holiday Party, Development, or with a specific grade (“Class of 2023”) are NOT available for check out and should not be opened.

What is the process for requesting to borrow items from the MSPA Storage?

1. Prior to entering the Cage, you must email the MSPA VP of Parent Resourcing, [Renee Barkley](#), or [Gina Skinner](#), listing the items that you would like to check out with your requested dates and request the items on the [MSPA Storage Checkout](#) signup.
2. You will receive confirmation via email that what you need is available when you need it and then you may enter the Cage and checkout items.
3. Please return cleaned items back in their bins on a timely basis so that others may borrow the items (*see below*).
4. Please be considerate and keep the Cage clean and organized so that we can continue to allow everyone to borrow items.

How do I get into the MSPA Cage?

After you have requested and received notification that you may checkout items (*see above*), you will need to call Menlo Security at 650-799-4993 to let you into the CADC basement and the MSPA Cage. Please be conscientious about the timing and frequency of parent requests to access the Cage.

What do I do when I get to the Cage?

1. Prior to entering the Cage (and after you have reserved and received confirmation that you may borrow items from the Cage - *see above*), please sign in on the clipboard located outside of the Cage (Menlo Security/Facilities must also initial your sign-in as well).
2. Please do not take the bins from the shelves; instead, please bring your own bags, boxes, or bins to transport your borrowed items, or use the plastic bins and bags located at the entry (marked with Menlo labels).
3. After placing your items for transport in the bins at the entry (marked with Menlo labels), please also sign out your items on the clipboard inside the Cage.

4. When returning your items, please remember to sign them back in on the same clipboard inside the Cage so that there is record of them being returned, and so that we know that others may also borrow them.

Can I use the Cage bin my items are stored in to transport them back and forth to my event?

Please bring your own bags, boxes, or bins to transport your borrowed items. There are some “extra” plastic bins (marked with Menlo labels) and bags by the Cage entry. You may use those to transport your items instead of the labelled storage bins on the Cage shelves. For organizational purposes, MSPA asks that you keep the labelled storage bins in the Cage. If you do take a plastic bin, please return it back to the Cage when returning your items so that others may use them.

What do I do if something I borrowed from the MSPA Cage is accidentally lost or destroyed?

Please notify the VP Resources ASAP if anything is lost/destroyed.

When do I need to return items borrowed from the MSPA Cage?

Items must be returned cleaned and back in their respective MSPA bins on the shelves TWO days after your event. Nothing needs to be professionally cleaned, but they should be washed and cleaned for the next person. There is no reimbursement for dry cleaning.

If you need to return any items later than this, please let the VP Parent Resourcing, [Renee Barkley](#) or [Gina Skinner](#) know ASAP.

How soon before my event may I take the items that I am borrowing? Can I reserve items but not take them out?

Unless someone else needs the items sooner (you will be notified of this when requesting the items), you may take the items TWO days before your event. You can reserve items up to one month in advance, although please know that, depending on the lead time, the MSPA reserves the right to request that you find alternative sources if another Menlo event takes precedence (see below).

Can any school organization borrow items from the Cage?

MSPA-sponsored events have priority in using these items. For Menlo auction parties, sports team, affinity-group, club, or other school events, please contact the VP Parent Resourcing before checking out any items.

Who can I contact?

To request items or if you have more questions, ;please contact:

VP of Parent Resourcing, [Renee Barkley](#)
reenebarkley10@gmail.com
415-254-0558

[Gina Skinner](#)
rmcskinner@me.com
650-283-4832

Thank you so much! With your help, everyone will be able to borrow these MSPA items!