

Pickerington Community Theatre

Participation Agreement

Pickerington Community Theatre (PCT) expects cast members, crew members, and members of the Board of Directors (individually, “**Participant**”; collectively, “**Participants**”) to observe high standards of personal ethics in the conduct of their duties and responsibilities relative to participation in PCT events and productions. Participants must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. Neglecting to follow these provisions may constitute misconduct.

1. **Attendance.** Participants agree to arrive at rehearsals, performances, and other work periods on time and prepared to perform. If a Participant expects to be absent or late, s/he must contact the director or stage manager as soon as the situation is known. It is not acceptable to relay the message through another Participant. Unanticipated scheduling conflicts must be brought to the attention of the director and/or stage manager as soon as known; accommodations will be made at the discretion of the director. Chronic unexcused absences or lateness may result in the Participant being dismissed from the production, at the discretion of the director. Any Participant whose presence is required during performances is expected also to be available for all rehearsals scheduled during tech week (i.e., the week of opening night).
2. **Strike.** Strike is the tearing down and storage of stage sets and props, and is mandatory for Participants. Any Participant whose presence is required during performances agrees to assist with striking the set following the close of the production. Participation in set building activities is strongly encouraged.
3. **Conduct.** Participants agree to care for rehearsal and performance spaces, production materials, and equipment (props, scripts, tools, costumes, music, etc.) properly and according to instructions given by crew/production staff. Participants will be careful to avoid putting another Participant at risk of injury. Cell phones and other electronic communication devices are strictly prohibited onstage unless proscribed by the director, stage manager, or a Member of the Board. Participant agrees not to smoke or use tobacco products in the presence of minors during PCT activities.

Professional, courteous behavior by Participants is expected at all times. Participants will respect each other by refraining from bullying, belittling, and trespassing on another Participant’s bodily autonomy. Occasionally, personality conflicts may arise among Participants. Persistent concerns may be brought to the attention of the Board of Directors. A Participant who creates disruptive conditions may be replaced at the director’s discretion.

4. **Safety and Security.** Safety concerns should be brought to the attention of the director and/or stage manager immediately. If not resolved promptly, the Participant should notify a Board Member. Participant agrees to follow the stage manager’s instructions promptly and without argument during a performance, unless following such instructions would be hazardous or otherwise ethically unacceptable. If you are the parent of a Participant who is under the age of 16 years old, you must sign your child in and out on an attendance sheet that will be provided for you at each rehearsal.

The theatre is not responsible for your personal property. Please make sure that jewelry, purses, money and other valuables are safely secured onsite, in your vehicle, or left at home.

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5. **Publicity.** Participant agrees to sit for production head shots as well as participate in any requested photo sessions for publicity shots. Participant acknowledges that any photos taken by the theatre are under the sole control and ownership of PCT and may be used freely and without limitations by PCT for marketing, promotional, publicity, or archival purposes.
6. **Harassment.** Harassment of one Participant by another Participant on the basis of race, gender, age, religion, sexual orientation, national origin, handicap or disability, or ancestry is strictly prohibited by PCT. Harassment may take the form of verbal abuse, gestures, and any other kind of conduct which is abusive. Sexual harassment includes unwelcome and unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when:
 - a. submission to or rejection of this conduct by a Participant is used explicitly or implicitly as a factor in decisions affecting casting or other aspects of the production; or
 - b. the conduct substantially interferes with an Participant's ability to perform or engage in PCT activities, or creates a hostile and abusive environment.

Racial harassment is defined by making offensive specific verbal references to race. Harassment can also include unrelenting and abusive joking, teasing or other such bullying conduct that creates an unprofessional and hostile environment.

7. **Reporting of Misconduct or Harassment.** If you have observed misconduct or been subjected to harassment as defined above, you should present a written request immediately to the director or stage manager for a meeting with a member of the Board of Directors. During the meeting, you should fully disclose the details of any offending incident(s), including dates and any persons who may have witnessed the incident(s). Directors/stage managers are required to immediately report any complaints they receive to a Board Member or the Board President for appropriate action.

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates misconduct or harassment. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, frivolously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the Participant position and/or revocation of membership status.

8. **Investigation of Misconduct or Harassment.** An investigation into claims of misconduct or harassment will be conducted by the Board of Directors and corrective action will be taken as appropriate. Anyone who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the Participant position and revocation of membership status.

All complaints and investigations will be handled with sensitivity. Confidentiality will be maintained to the extent possible consistent with PCT conducting a thorough investigation and making an appropriate response to any findings or determination that result from such investigation.

I understand and agree to the foregoing rules on behalf of myself or, if a parent, on behalf of my child:

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Participant's Signature (or Parent, if Participant is a minor child)

Date

Participant's Name (please print)