

The Company

@ Old Town Theatre

Rules of the House

All cast members, directors, production staff and volunteers must read and sign this form in order to participate in The Company @ Old Town Theatre productions.

Production Rules

- All production cast, staff and volunteers 18 years or older must submit to a background check;
- Production cast, staff and volunteers are prohibited from representing Old Town Theatre or The Company in any official capacity besides the position for which they have been hired;
- Production cast, staff and volunteers are prohibited from fundraising or soliciting donations (either cash or in-kind services) or sponsors for the theatre or for any OTT Company production;
- Production cast, staff and volunteers who engage in or tolerate disrespectful, abusive, intimidating, confrontational or harassing behavior towards participating members or board members will be asked to leave the production. This includes lewd behavior, discriminatory language or behavior towards other members or excessive use of profanity;
- If any other member of the production treats you in a way that makes you feel intimidated or uncomfortable, or if you witness any behavior that raises questions or seems inappropriate, please report it IMMEDIATELY to your director, stage manager, or an OTT Board member;
- In order to protect both children and adult participants, we encourage all adults refrain from placing themselves in situations where they might be left alone with an underage participant;
- Whenever possible, we ask that cast members provide their own costumes and/or props for the productions in which they participate;
- When cast members utilize Company costumes and/or props, they will be responsible for all alterations and the return of these materials to the Theatre (in good condition) after the production ends;
- Notify the Director, Stage Manager and/or OTT Artistic Director of ANY AND ALL problems with the production and/or the theatre space;
- Follow all Rules of the House, and see to it that all participating cast and volunteers do the same;

Theatre Space and Equipment Rules

- Production cast, staff and volunteers are prohibited from making changes to lighting, sound, projection, HVAC thermostats or controls, Internet Wi-Fi, security or other vital systems. Only staff who have been trained and/or certified by the OTT Tech Director will be allowed to operate sound, projection and lighting systems;
- All equipment in the sound and lighting booth must be contained in the space. Equipment, including but not limited to, gels, HDMI cables, connectors and other materials may not be removed or used elsewhere in the theatre without the express permission of the OTT sound and lighting tech;
- Promotional signage, sandwich boards, posters or community brochures may not be removed from the Theatre lobby without permission from the OTT Artistic Director;

- The Theatre marquee may be set up or changed only by an *authorized* agent of Old Town Theatre or the production staff;
- Treat all assigned equipment and props with care and respect, and return all materials to their assigned place (or the Artistic Director) at the end of each rehearsal and performance;
- The use of rice, bird seed, confetti, glitter or any other difficult-to-clean materials are prohibited (including backstage);
- All special effects (fog machine, dry ice, etc.) must be approved by the OTT Artistic Director;
- All Lobby and Theatre decorations must be preapproved by the OTT Board of Directors. Please make application for production decorating at least three weeks prior to first performance;
- The use of hot glue, Scotch tape, duct tape or any adhesive that can damage or dull paint or leave residue is expressly forbidden on any and all painted surfaces in the Theatre;
- Facility keys will be issued to the production director and stage manager. Keys may not be reproduced, loaned or entrusted to other production members for ANY reason;
- All facility keys must be returned after production strike;
- Production cast, staff and volunteers may not utilize the facility for any use other than scheduled rehearsals or performances. A member of the OTT Board should be contacted if participants need access to the facility during non-scheduled times;
- Food and drinks (besides water) are allowed in the lobby and dressing rooms ONLY;
- All food and drinks must be removed from the theatre or stored in designated containers after EVERY rehearsal or performance;
- No set construction is allowed in the theatre, including backstage;
- No painting **of any kind** is allowed in the theatre – including backstage;
- The use of solvents and/or flammable materials is prohibited on theatre grounds;
- OTT provides two standard UIL sets. No other sets or set materials may be used in the theatre;
- Large props and set “add-ons” must be approved by the Artistic Director;
- All UIL sets must be returned to their standard storage configuration after production use;
- No sets, risers, props or flats may be nailed, screwed or attached to the stage;
- The use of power tools is prohibited on the performance stage;
- Spike or stage blocking tape may be used on the stage floor, but must be rated for this use. NO masking tape, scotch tape, duct tape or electrical tape allowed. All Spike tape must be removed at the end of the production;
- No smoking, tobacco, alcohol or illicit drug use is allowed on theatre premises;
- No adult or explicit materials are allowed on theatre premises (this includes sharing videos or online materials);
- NO firearms or weapons are allowed on theatre premises;
- All prop weapons must be approved by the OTT Artistic Director and stored appropriately during and after EVERY rehearsal and performance;
- All trash bins that contain food or drink waste MUST be removed to the designated trash receptacle backstage after EVERY rehearsal and performance;
- Every participant in the production must participate in Production Strike. The OTT Strike Director will assign participants to clean-up committees; and
- Leave the theatre as you found it (see Rehearsal and Strike Checklists).

Intellectual Property and Copyrights

- Production cast, staff and volunteers are prohibited from copying, sharing, changing or otherwise utilizing any printed or electronically placed logos, graphics, scripts, posters or other materials associated with Old Town Theatre, The Company @ Old Town Theatre or the production in which they are participating. All Website materials, print materials and logos are copyrighted by the Friends of Old Town Theatre and may be used only by written permission of the Board of Directors;
- Production cast, staff and volunteers must honor all contractual obligations in regards to the purchase, use and return of play rights, perusal materials and other copyrighted materials – no exceptions; and
- Original scripts and set, costume and stage designs that are not protected by copyright are still protected under Intellectual Property Laws. Please do not violate the trust and hard work of your fellow stage mates by sharing, copying or taking photos of their work without permission.

Acceptance

I have read and understand all Rules of the House and agree to abide by them during my time with The Company @ Old Town Theatre. I understand that failure to comply with these rules represents a breach of good faith and contract with the Friends of Old Town Theatre and can result in personal and/or legal consequences.

Printed Name: _____

Signature: _____

Date: _____

Email: _____

Phone: _____