



# Participant Agreement

*Curtain Players* welcomes you and thanks you for your interest in our theater!  
To ensure safety, consistency and professionalism, we request the following rules be agreed to by all our participants.

(Definition: A **participant** includes the cast and also the entire "supporting cast" – actor, director, stage manager, lighting designer and operator, set designer, etc.)

1. Participants age 18 and older automatically become members of the organization, eligible to vote for next season's board of directors.
2. Participants agree to arrive at rehearsals, performances, and other work periods on time. If a participant must miss or be 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.
3. Unanticipated scheduling conflicts must be brought to the attention of the director and/or stage manager as soon as known. With adequate notice, most unexpected conflicts can be accommodated.
4. Chronic unexcused absences or lateness may result in the participant being dismissed from the production, at the discretion of the director.
5. 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).
6. Participants agree to care for materials and equipment (props, tools, costumes, musical scores, etc.) properly. Borrowed and rented materials must be returned on time.
7. Participants will be careful to avoid putting another participant at risk of injury.
8. All participants must comply with Curtain Players' non-discrimination and anti-harassment policy.
9. Use of alcohol or any other drug that may tend to lead to the user's intoxication will not be tolerated during rehearsals, tech prep, or performances. Any participant who violates this condition even once may be *replaced*, whether the show is in rehearsal or production.
10. Safety concerns should be brought to the attention of the director and/or stage manager immediately. If not resolved promptly, the participant should notify the producer.
11. Participants agree 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.
12. Strike is mandatory. Any participant whose presence is required during performances agrees to assist with striking the set following the close of the production. (Assistance with set construction, costumes, props, etc., is also encouraged but, unlike the strike, is not a requirement for participants unless that's their assigned role.)
13. Participants agree to sit for production head shots as well as participate in any requested photo sessions for publicity shots. Note: The participant acknowledges that any photos taken by the theatre are not for the participant's personal use; rather, they remain under the sole control and ownership of Curtain Players and/or the designated photographer unless other arrangements are made.
14. All actors in a cast are requested to make themselves available if the show they perform in is chosen for special performances or competitions (e.g. OCTAfest or AACTfest). Exceptions may be granted upon review of factors outside of the actor's control.
15. Professional, courteous behavior is expected at all times. Occasionally, personality conflicts may arise among participants. Persistent concerns may be brought to the attention of the producer. Any participant who creates disruptive conditions may be replaced at the discretion of the director.

I understand and agree to the foregoing rules.

Participant's Signature \_\_\_\_\_

Participant's Name (Printed) \_\_\_\_\_

Date \_\_\_\_\_

## Curtain Players Non-discrimination & Anti-harassment Policy

Curtain Players is committed to maintaining an environment that nourishes respect for the dignity of all who interact with our theater, whether he or she is a volunteer, officer, director, committee member, artistic participant, or independent contractor. This policy is adopted in furtherance of that tradition, striving to safeguard the health and wellbeing of all our participants and to create an environment free of discrimination and unlawful harassment. Accordingly, Curtain Players prohibits not only unlawful acts of discrimination or harassment, but also acts, even if not illegal, if they discriminate on the bases described below. Limitations of this policy are permitted if they are directly related to a legitimate theater purpose, are required by law, are lawfully required by a grant or contract between Curtain Players and the state or federal government.

This policy is not intended to interfere with legitimate artistic expression or enjoyment of a healthy community theater experience. Rather, it is intended to ensure a positive, safe and nurturing environment free from the types of behavior prohibited herein.

**Discrimination**, in this context, is unwelcome conduct that adversely affects a person's participation in Curtain Players operations and that is directed at a person on the basis of his or her membership in a protected class; e.g. color, creed, religion, national origin, sex, marital status, disability, sexual orientation, gender identity, age or any other status protected by law.

**Unlawful harassment** is unwelcome conduct that is directed at a person on the basis of his or her membership in a protected class and that unreasonably interferes with an individual's ability to perform his or her responsibilities or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassment can include such behavior as slurs, demeaning jokes or comments, innuendoes, unwelcome compliments, pranks, stereotypical comments, derogatory descriptions or other verbal or physical conduct.

**Sexual harassment** occurs when discrimination or unlawful harassment is sexual in nature or gender-based. Sexual harassment involves making unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, where:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of association with the theater;
- b) submission to or rejection of such conduct is used as the basis for selection for participation in theater activities;
- c) such conduct interferes with an individual's ability to perform his or her responsibilities or creates an intimidating, offensive, or hostile working environment.

Sexually harassing conduct may include use of suggestive sexual comments, jokes, or innuendo; persistent, unwanted flirtation or invitations for dates or other social activities; unwelcome sexual advances or passes; sexual remarks or questions about a person's body, clothing or sexual activities; patting, pinching, or other offensive touching; or displays of sexually suggestive pictures or objects.

### **Reporting:**

Anyone who has been subjected to discrimination or harassment, as described above, by anyone at Curtain Players, is expected to promptly report the matter to any member of the Curtain Players Board.

Persons who witness or become aware of any incident of discrimination or harassment towards another theater participant are expected to promptly report the incident to any member of the Curtain Players Board.

### **Administration:**

All reports of violations of this policy will be examined promptly, impartially, and discreetly. All examinations will be appropriately documented. Upon completion of any examination, the appropriate parties will be notified of the findings. Any person found to have engaged in discrimination or harassment will be subject to appropriate Board action consistent with this policy and the circumstances presented.

Reports of discrimination or harassment will be kept confidential to the extent possible, consistent with the need for a thorough examination. Curtain Players will not retaliate or take any form of reprisal against any victim of or witness to discrimination or harassment expressed in good faith. Any person who intentionally initiates a false allegation, retaliates against another person or witness because of a complaint of discrimination or harassment, or because of participation in any investigation, will be subject to appropriate Board action described above.