

## **COMMUNITY THEATER GUIDELINES:**

### *Responsibilities of Community Theater Company:*

- The Company agrees to abide by ACCI's policies and procedures, specifically including and as related to, without limitation, conduct in the venue, organization policies, injury and illness prevention, operations, building emergency procedures, and facility use.
- The Company is responsible for the supervision of all production activities, including but not limited to, overseeing cast and crew and notifying all cast and crew of their obligations and responsibilities.
- The Company will have limited building usage that includes Auditorium, Back Stage, Dressing Rooms, Green Room, and Hospitality Area. The Company will not be granted access to the Main Lobby, Donor Lobby, Main Office Area, Box Office, Public Restrooms, Kitchen, or Mechanical Rooms.
- The Company agrees to maintain its status as a non-profit under the laws of the State of Illinois and provide a certificate of good standing.
- The Company is responsible for providing a certificate of liability insurance for a minimum of \$1 million for each occurrence to cover all times the organization is conducting activities at the Effingham Performance Center.
- The Company is to provide a list of Board Member, Board Officers, Cast Members, and Crew Members. The Company will advise ACCI of any updates or changes.
- The Company will be allocated limited storage space at The EPC. Items stored at The EPC must be approved by ACCI's executive director. Additional items may not be stored at The EPC without written consent by ACCI's executive director.
- The Company will not be allowed to have food or drinks on the stage, unless it is a prop in a production. Water bottles and drinks **MUST NOT** be set on equipment. All personal items and trash must be picked up from all areas of the building in a timely manner. Failure to do so may result in additional fees charged The Company.

- All agreements between ACCI and the Company must be made in writing between ACCI's executive director and the Company's president.

If access to the building is requested and a representative of ACCI is not present, the Company must agree to the following:

- The Company representative granted access is required to sign an agreement listing dates and times he or she wishes to have access to the building.
- If access is granted by ACCI's executive director, the designated representative will be provided an access code for those specific times. The designated representative may not disclose the code to anyone else.
- The designated representative must be the first person to enter The EPC and the last to leave. The designated representative must be present at all times. The designated representative must check to make certain the building is clear of all people and all doors are properly locked/secured before leaving the building.
- Due to the intricacies of The EPC's security alarm system, the designated representative must text or call ACCI's executive director prior to entering the building to have the alarm deactivated and immediately after exiting the building to have the alarm activated.
- To avoid confusion regarding responsibility, the code will be limited to one individual at any given time, unless additional privileges are granted at the discretion of ACCI's executive director.
- If any of the conditions are not met regarding access to The EPC, ACCI's executive director may revoke access privileges and require an ACCI staff member or board member to be present while the Company members are present in the building at the expense of the company.

***In addition to the above guidelines, under the circumstances where the Company and ACCI are splitting the revenue and expenses 50/50.***

*ACCI has the right to:*

- Approve the show to be performed.
- Approve the show budget including funds budgeted for royalties, props, set construction, etc.
- Approve the rehearsal schedule, production schedule, show schedule, and tear-down schedule.
- Approve all show sponsorships and complimentary tickets.
- Approve all marketing materials including social media posts, flyers, posters, etc.
- Approve all phases including design, planning, and construction work for the set.
- Approve storage of props and set pieces during each stage of the production.

*The Company is required to:*

- Provide receipts for any cost incurred and paid that are related to the production within 30 days of the final performance date to the Executive Director of ACCI.
- Present a plan and timeline to the Executive Director of ACCI outlining how the Company will market/assist in marketing the production. Plan must be presented no less than 60 days before the opening show.
- Provide a list of Board Members, Production Staff, Cast, Crew, and other parties who will be present in the building during any portion of the production.

***If an agreement is not reached regarding a 50/50 split, the Company has the option to rent the facility as outlined in ACCI's rental policies.***

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Executive Director  
Arts Connection of Central Illinois,  
an Illinois not-for-profit corporation

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Date

\_\_\_\_\_  
President  
Theater Company

\_\_\_\_\_  
Date