

**THE COLONIAL PLAYERS, INC.**  
**RESOLUTIONS**  
**Revisions a/o 01/19/09**

As provided for in the Bylaws of The Colonial Players, Inc., these Resolutions are presented to document various administrative policies of the Corporation, duties and responsibilities of the Board of Directors, and responsibilities of Special Committees. These Resolutions may be modified by an affirmative vote by the Board of Directors at any meeting, regular or special, provided a quorum is present. Exceptions to these Resolutions may not be granted by individual members of the Board of Directors except on matters affecting the safety of persons or property. Please consult with the Secretary for the latest version.

**A. Administrative Policies**

1. The Board shall review the Resolutions annually. The Board shall take positive action to readopt, amend or abolish each resolution as appropriate. Further action on any item for, or in, the Resolutions may be taken at any time.
2. The Board shall annually review the mission statement, vision statement, and goals for the organization.
3. The Board shall be responsible for long-range planning, and presenting an updated five-year plan to the membership at the annual meeting.
4. The Board of Directors must specifically approve any proposed activity under the aegis of The Colonial Players, Inc. for both concept and schedule, prior to any general announcement of the activity. . If required, at the time the Board approves the activity (with or without conditions) an appropriate Board Director will be assigned specific oversight responsibility. The corporate body is not obligated to follow through on, or allow any activity not so specifically approved.
5. Written reports by each Director of the Board shall be submitted prior to each General Membership Meeting. At the annual meeting, these reports shall fully describe the present condition of the Corporation, its activities during the past year, and the forthcoming opportunities and challenges.
6. A State of Maryland Bar-recognized legal counsel shall be chosen by a majority of the Board of Directors to advise and/or represent The Colonial Players, Inc. on legal matters.
7. Board members are elected for staggered two-year terms as noted in the Bylaws, with duties as described in Paragraph B..

## **B. Duties of the Board of Directors**

1. President: The President shall provide leadership to members of the organization and the Board of Directors. The President shall have the following duties:
  - a. Preside at all meetings of the organization and Board of Directors.
  - b. Appoint the Treasurer subject to approval of the Board of Directors.
  - c. Appoint all chairpersons, and committee members of all standing, special and ad-hoc committees as needed, subject to approval of the Board of Directors, except as otherwise prescribed in Director duties.
  - d. Appoint an interim replacement for any director vacating a position prior to the end of the elected term, subject to approval of the Board of Directors and in accordance with Bylaw Article V-D.
  - e. Select the Play to be submitted to the Ruby Griffith Award Competition, and inform the Box Office of the selection before the first regular season show is cast. If the President plans to become directly associated with a play as a director or designer, he/she shall recuse himself/herself from nominating any play and turn the duty over to the Vice President. If the Vice President must recuse for the same reason the Board will select an eligible Board member to make the submission.
  - f. Share in both performance-cancellation and performance addition decisions with the Artistic Director and Stage Manager. (Resolution D.11)
2. Vice President: The Vice President shall assist the President as needed, and shall further be responsible for the following duties:
  - a. In the absence of the President, preside at all meetings of the organization and the Board of Directors.
  - b. Establish and Chair the Long-Range Planning Committee.
  - c. Maintain Memorial Plaque program.
  - d. Coordinate involvement with outside drama groups, including (but not limited to) WATCH, AACT Sponsored Maryland Community Theater Festival, Anne Arundel Community College, Artworks, and First Night.
  - e. Represent the Board in interactions with businesses, government entities and schools.
  - f. Other duties as required by the President.
3. Secretary: The Secretary shall generally be responsible for the maintenance and preservation of all organization records, and shall further be responsible for the following duties:

- a. Record the minutes of all meetings of the organization and the Board of Directors.
  - b. Maintain all files except financial.
  - c. Handle all Official Correspondence.
  - d. Maintain a complete set of current Bylaws and make copies available to all members.
  - e. Maintain a complete set of current Resolutions and make copies available to all members.
  - f. Maintain Calendar of Events.
  - g. Send notes, flowers, cards, or other acknowledgements to members on appropriate occasions on behalf of Colonial Players.
  - h. Check availability and obtain rights for all shows selected for production.
  - i. Obtain required scripts from publishing companies.
4. Treasurer: The Treasurer shall be generally responsible for all financial activities of the organization, and shall further have responsibility for the following duties:
- a. Receive all funds and make all disbursements under the direction of the Board of Directors.
  - b. Keep all financial records.
  - c. Make such financial reports as are required by the Board of Directors.
  - d. Close the Books for the fiscal year with the assistance of the new Treasurer when appointed.
  - e. Advise Board members of all expenditures and receipts in their area of responsibility.
  - f. Ensure that royalties are paid for plays the Corporation intends to produce.
  - g. Recommend names of members to be appointed to the Finance Committee.
  - h. Serve as Ex-Officio member of the Finance Committee.
  - i. Provide copies of current tax-exempt cards for any member making purchases for the corporation.
  - j. Provide Corporate Credit Cards for those members who regularly make significant purchases for the organization.
  - k. Arrange for all insurance coverage for all risks normally encountered in the operation of the organization.

5. Artistic Director. This Director is responsible for selection of plays and directors, the play consultant process, curriculum development for directors and actors, the Promising Playwright Contest and Workshop, and the artistic aspects of the products that the Corporation presents to the community. The Artistic Director shall serve on the Play Selection Committee, and will share in performance-canceling decisions. This Director shall assemble an Artistic Team and appoint individuals or committee chairs from among the Artistic Team members to oversee the following specific efforts:

a. Establish the Season Slate

1) Create and deliver guidelines for play selection to the Play Selection Committee

2) Accept the recommendation slate from the Play selection committee for review, and approval

b. Select Directors for all Colonial Players Productions

c. Appoint a Play Consultant for each show in the Season Slate

The Play Consultant will serve on the casting committee of the assigned show. If the Play Consultant is not available, another member of the artistic team will sit on the casting committee.

d. Curriculum

1) In coordination with the Education and Special Projects Director, conduct workshops and other development opportunities for Directors and Actors, to include the in-house One-Act Festival

2) Organize and oversee play consultant seminars for the purpose of qualifying play consultants to serve during the season

e. Oversee the bi-annual Promising Playwright Contest and Workshop

1) Manage contest, submitted scripts and reading committees

2) Select winning script

3) Select director

f. Provide a review process for any scripts performed outside the season's original slate of shows

g. Share in both performance-cancellation and performance addition decisions with the President and Stage Manager (Resolution D. 11.)

- h. Maintain an Artistic Handbook and documentation of standard operating procedures of the Artistic Team.
6. Education and Special Projects Director. This Director is responsible for organizing all education and training events for the theater, for securing grants, administering scholarship programs and working on special projects as requested, by the President. The Education and Special Projects Director shall assemble an Education and Special Projects Team and appoint individuals or committee chairs from among the Education and Special Projects Team members to oversee the following specific efforts:
- a. Organize training events for theater personnel (curriculum designed by appropriate Directors)
  - b. Plan and organize public educational events in coordination with appropriate Director
  - c. Schedule Promising Playwright workshop and coordinate logistics of the bi-annual Promising Playwright weekend; with Production Director, provide designers for workshop forum
  - d. Coordinate educational aspects of lobby displays specific to season productions if requested by artistic director
  - e. Conduct Reflections after each production
  - f. Secure grants
  - g. Maintain the scholarship program
  - h. Coordinate with the Vice President on community outreach activities
  - i. Maintain theater library
  - j. Maintain theater archives
  - k. Maintain an Education Handbook and documentation of standard operating procedures of the Education and Special Projects Team
7. Human Resources Director. This Director is responsible for activities pertaining to Membership, House Management, Volunteer Recruitment and Support, and Social Activities. The Human Resources Director serves on the Special Awards Committee. The Human Resources Director shall assemble a Human Resources Team, and appoint individuals or committee chairs from among the Human Resources Team members to oversee the following specific efforts:
- a. Membership Activities
    - 1) Maintain and periodically publish a current list of Members

- 2) Conduct membership drive
  - 3) Sign up new members from among volunteers
  - 4) Coordinate effort and provide materials to Board Officers and Directors and Committee Chairs to ensure all volunteers on committees, teams and productions are members
- b. House Management
- 1) Recruit and train house managers/ushers
  - 2) Schedule house manager/ushers for each performance
- c. Volunteer Recruitment and Support
- 1) Maintain list of volunteers
  - 2) Assist in finding volunteers for all projects
  - 3) Coordinate volunteer recognition activities
  - 4) Audition support
    - a) Staff and stock welcome desk; register auditioners
    - b) Take photos, collect forms, retain one copy of form for membership coordinator
- d. Social Functions
- 1) Provide for Opening and Closing Night Parties for all shows
  - 2) Organize an End of Season Celebration
- e. Produce *News and Cues* Newsletter
- f. Maintain Human Resources Handbook and documentation of standard operating procedures of the Human Resources Team.
8. Marketing Director. This Director is responsible for publicity, marketing, and all publications associated with the productions. The Marketing Director serves on the Play Selection committee. The Marketing Director shall assemble a Marketing team and appoint individuals or committee chairs from among the Marketing Team members, to oversee the following efforts:
- a. Create and manage a publicity program
    - 1) Maintain contact with all appropriate media outlets

- 2) Invite theater reviewers to attend and publish reviews of all productions
  - 3) Prepare press releases or media announcements for all show productions and other newsworthy activities
  - 4) Assist Human Resources Team in recruiting actors and other volunteers through creation of media and/or mail advertising as needed
- b. Create and manage a marketing program
- 1) Create and implement a season subscription sales promotion
  - 2) Create and implement a ticket sales promotion for each show production
  - 3) Create and distribute publications to the community to gain support for other activities that require monetary or in-kind contributions for successful implementation
- c. Collateral Support for Show Productions.
- 1) Arrange for cast and crew photographs
  - 2) Arrange for the creation and distribution of playbills for each show
  - 3) Provide for the lobby marquee display for each show production
- d. Maintain a Marketing Handbook and documentation of all standard operating procedures of the Marketing Team
9. Operations Director. This Director is responsible for acquisition and maintenance of all physical facilities, capital equipment, information technology equipment, and – in conjunction with the Production Director – all production equipment. This Director is further responsible for safety procedures, and for managing the box office operation and subscriptions. The Operations Director shall assemble an Operations Team and appoint individuals or committee chairs from among the Operations Team members to oversee the following specific efforts:
- a. Facilities Management
- 1) Maintain buildings and grounds
  - 2) Provide for the repair or replacement of building elements as necessary
  - 3) Provide for building access as necessary
  - 4) Supervise paid custodian

- 5) Arrange for any required building inspections
  - 6) Maintain list of who to call in case of an emergency
- b. Capital Equipment Management
- 1) Maintain inventory records
  - 2) Ensure all equipment is in working order
  - 3) Plan and coordinate repair or replacement of all equipment as necessary
- c. Information Technology Management
- 1) Coordinate acquisition of computer hardware, peripherals and software for all operating segments as required
  - 2) Provide for programming and training to meet the data processing needs of all operations
  - 3) Engage the services of an IT professional consultant as necessary
  - 4) Develop an IT user's handbook
- d. Box Office Operation
- 1) Recruit and train volunteers to provide all necessary ticket sales services for all shows
  - 2) Provide for supplying season tickets for all season subscribers
  - 3) Create and maintain a Box Office Manual and provide for documentation of all standard operating procedures
- e. Safety
- 1) Maintain and make available accident report forms, and instructions for use
  - 2) Ensure forms are turned in to the Treasurer, who will process them for insurance purposes
  - 3) Arrange for any required safety inspections
- f. Maintain an Operations Handbook describing and documentation of all standard operating procedures of the Operations Team
10. Production Director. This director is responsible for technical production elements, technical and staffing support for all productions, and ongoing maintenance of costumes, props, set pieces and – in conjunction with the Operations Director - production equipment. The

Production Director shall appoint a Production Consultant for each show in the Season Slate. The Production Director serves on the Special Awards Committee and on the Play Selection Committee. The Production Director shall assemble a Production Team and appoint individuals or committee chairs from among the Production Team members to oversee the following specific efforts:

- a. Recruit, train and mentor designers, technical and support staffs
- b. Consult on Lighting, Sound, Costume, Properties and Set Design
- c. Provide general production consultation for each show
- d. Consult with and provide input to directors on selection of production staff
- e. With the Education/Special projects Director, provide designers for the Promising Playwright workshop forum
- f. Approve set designs for purposes of safety and audience visibility
- g. Maintain an inventory of costumes, props, set pieces and production equipment and arrange for the preventive maintenance, repair, procurement and replacement of the equipment, as necessary
- h. Maintain a set of operating instructions for each piece of owned equipment
- i. Maintain the production vendor and production staff volunteer lists
- j. Maintain the Production Manual as a Supplement to these Resolutions
- k. Maintain a Production Handbook and documentation of standard operating procedures of the Production Team

### **C. Committee Policies and Responsibilities**

1. A Director may establish committees, chaired by members of his/her team, as necessary to carry out his/her responsibilities. Directors shall meet with their teams and committees as appropriate and required.
2. Special and Standing Committees:
  - a. A Special Awards Committee is composed of the President, Production Director, Human Resources Director, and at least one other person within the organization, and has the responsibility of selecting a person(s) to whom a Colonial Players “Special Award” shall be presented at the Annual Banquet.
  - b. Nominations Committee: This committee shall be appointed by the President by September 1st, abide by Bylaw VI and be responsible for presenting qualified candidates for announcement to the membership by the required dates. No member of the committee may be a candidate for office in the election on which he/she worked.

c. Election Committee: In addition to the duties outlined in Bylaw VI-B, the Committee shall:

- 1) Obtain a list of qualified voting members and provide a system for issuing ballots.
- 2) Send members a candidate package including presentation of resumes, voting instructions, explanation of voting procedures, and the Bylaw requirement for the election.
- 3) Provide and arrange for the receipt at the theater of absentee ballots from qualified voters before the General Election.
- 4) Count all qualified ballots received at the Annual General Membership Meeting in May and report the results to the membership.

**D. Production Policies.** The Colonial Players Board of Directors is Executive Producer for all Colonial Players productions and therefore has ultimate authority over all aspects of production. To ensure the quality and equality of all productions the Board has determined the following policies require emphasis. Additional rules, guidelines and procedures regarding Colonial Players productions are found in the Production Manual, which serves as a Supplement to these Resolutions.

1. No director, designer, actor or production staff member of any production is paid a salary, stipend, or other remuneration with the exception of musicians or other specialized consultants who may be paid as necessary.
2. All auditions will be made public and open to all who wish to participate. There shall be no precasting of actors. Casting without public audition is strictly prohibited for any production of The Colonial Players, Inc. Audition dates will be announced in the media and in "News and Cues".
3. The casting committee for each audition will consist at a minimum of the Show Director, the Play Consultant or designated Artistic Team representative, and a member of the Board of Directors. The Director has the final authority regarding casting. The Show Director, Musical Director, and Play Consultant of any given production may not audition for that production. In addition, auditioners will not sit at the casting table nor take part in any way in the casting process.
4. Every person auditioning for a Colonial Players' production will be thanked by phone or in writing for his/her participation.
5. All rehearsals will be open. The director may, upon rare occasions, request a closed rehearsal through the Artistic Director. Members of the Board of Directors may not be excluded from any rehearsal.
6. No Show Director will be replaced except in the most serious of circumstances. The President shall act as mediator of any serious contention and shall attempt to ameliorate the situation to the benefit of all parties concerned. Failing this, with the sanction of the Board of Directors, the President may dismiss the Show Director.

7. Unless approved by the Artistic Director, the concrete walls and the wall at the top of the stairway in the lobby are reserved for displays related to the current Colonial Players' production. The facing wall opposite the main entrance shall be reserved for the current production's headshots, and must include recognition of the backstage and technical volunteers.
8. There will be no videotaping of any performance without the authorization of the Board of Directors. Every production may be videotaped at the first dress rehearsal. Tapes may be used for educational and for archival purposes only. No additional copies are to be made. The director may use the video to illuminate direction for his/her cast. The tape, which is the property of The Colonial Players, Inc., then goes into storage at the State Archives. This procedure is consistent with copyright law.
9. There will be no photographing of costumed rehearsals or performances without the permission of the Board of Directors.
10. Signed contracts and/or rights for any special production of Colonial Players, including the holiday show, shall be signed and completed no less than four (4) months prior to opening night. In addition, royalties for these productions shall be paid prior to opening night.
11. A scheduled performance of any production may be canceled only with the authorization of the President, the Artistic Director and the Stage Manager, in consultation with the Show Director and with immediate notification to the Marketing Director. Rescheduled shows will be approved in the same way.
12. The budgets for productions at The Colonial Players, Inc. shall be as follows: Musicals on the regular season slate: \$2000 with an additional \$2200 to be used for music provided. Non-musical plays on the regular season slate: \$1500. Holiday Show: \$1000. Budgets for Special Events will be submitted by the Artistic and Production Directors. Requests for additional funds for any of the above may be presented to the Board through the Production Director by the Show/Event director and/or Production Manager.
13. The Colonial Players, Inc. reserves the right to change productions for any reason. All subscribers will be informed of this policy by letter, a note in a brochure, or other appropriate means.

#### **E. Financial Policies**

1. All revenue will be accounted for promptly after receipt. Revenues will be deposited within one week.
2. Maximum effort will be given to minimizing costs. Except where unavoidable, Maryland state sales tax will not be paid for the purchase of materials. All expenditures will be justified by appropriate bills of sale, or receipts, the original of which will be kept on file for three years with the records of the Treasurer. When a receipt is not available, a complete explanation fully describing the expenditure will be entered in the records by the person(s) making the expenditure.

3. Officers or Directors of the Corporation are authorized to sign contracts on behalf of the corporation only for those matters or materials for which they are responsible by virtue of their office (such expenditures not to exceed \$2,000.00 for a single item), or those items for which the Board of Directors has delegated the responsibility to them.
4. Any expenditure over \$2,000.00 will be made only after pricing with at least three (3) different sources of supply except that, in an emergency, any three (3) executive officers may waive the \$2,000 bid requirement.
5. Cash/liquid assets of the Corporation will be kept in federally insured accounts or investments that have been evaluated and recommended by the Finance Committee. Emphasis in investments will be given to dividend/short-run cash generation (Financial Matters).
6. The Treasurer will provide members of the incoming Board of Directors with budget forms containing previous year's expenditures by August for the purpose of the preparation of the budget for the coming year.
7. All reports shall delineate operating revenues and expenses from non-operating matters, such as capital expenditures and improvements.
8. Up to twenty percent (20%) of gross ticket sales of the holiday show may be donated to a non-profit organization of the President's choosing.

#### **F. Box Office Policies**

1. Tickets for all the performances of the season may be ordered online on our website [www.cplayers.com](http://www.cplayers.com). They also may be ordered by phone and purchased with a credit card or by mail or in person using cash, credit card or personal check. There are no unpaid reservations. Paid reservations may be left at "will call" or mailed for \$1 fee.
2. All single ticket purchases are final. There are no exchanges and no refunds.
3. If a standby cannot be seated following the purchase of a space-available ticket, the money will be returned immediately
4. Paid-ticket holders will be guaranteed their reserved seating until the scheduled "curtain time". After that time, standbys will be permitted to fill empty seats. Paid ticket holders who arrive after the start of the performance will be seated at the discretion of the Stage Manager.
5. The director, music director, and choreographer of the current show, and a parent or guardian of a minor child participating in the show (except the Holiday Show) may fill a vacant seat after all standbys have been seated, without charge. Their guests must pay full price.
6. The Colonial Players, Inc. will not issue refunds except as noted in Resolution F.3.. This policy will be printed on each ticket.

7. A copy of all reservation, ticketing and seating policies will be posted prominently in the theater lobby and be made available to all.
8. Seats A101, 102 and 103 shall be reserved for those attending productions who are confined to wheelchairs, and a companion. Tickets for the “Wheelchair Seats”, if not reserved for a wheelchair-bound customer, will be made available for public sale no earlier than one (1) hour prior to the curtain time for that performance.
9. Annually, as part of the Board of Director’s approval of the fiscal year Operating Budget, the Board may also approve for donation up to ten (10) pairs of season tickets, or single ticket equivalent, to organizations for use as part of their fundraising efforts, e.g., silent auction or raffles. Said donations would be provided to charitable and/or non-profit organizations operating in Annapolis and Anne Arundel County. Choices of organizations that will receive donations shall be made by the Board’s Executive Committee.

### **G. Membership Policies**

1. The membership year shall run from September 1 to August 31. The Annual Membership dues are \$10.00 per Membership Year effective September 1, 2007.
2. Anyone working as a volunteer in any capacity with Colonial Players must be or become a member at the time they are appointed to their responsibility or authority.
3. All persons working on stage or backstage on any show production, or on any Team, Committee or Task Force, for the first time with Colonial Players will become a member at no cost for the balance of the membership year from the date of casting or assignment. If a volunteer’s first involvement with Colonial Players begins in the last quarter of the fiscal year (June/July/August), the complimentary membership extends through the end of the following fiscal year.
4. Cast and production staff listed in the program for a production who are members of Colonial Players will receive vouchers for two (2) complimentary tickets to be used for any show during the opening weekend.

### **H. Meeting Policies**

1. Except as otherwise required, all meetings of the Corporation shall be conducted according to Roberts Rules of Order, Informal Procedure in Small Boards.
2. Except as provided in H.3.,below, all meetings of the Corporation, Board and General Membership are open to all. Only members of the particular assembly may vote, but any person properly recognized by the Chair may speak.
3. Executive Session.

- a. The Board, by an affirmative majority vote, may declare a meeting, or any portion of a meeting, to be in Executive Session. Non-board members attend at the pleasure of the Board (except as noted in H.3.a.2) b) and d), below). Executive Session may be called for the following matters only:
  - 1) Personnel actions relating to officers, appointees, contractors or volunteers of The Colonial Players, Inc.
  - 2) Charges or complaints against a person or person, subject to the following conditions:
    - a) Public discussion could reasonably be expected to cause damage to the reputation, or an individual's right to privacy would be violated;
    - b) Any person charged or investigated may be present at executive session if s/he desires;
    - c) Any person charged or investigated may request in writing that the hearing of charges or complaints against her/him be conducted in open session; any such request must be honored; and
    - d) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion shall be permitted to be present.
- b. A motion to go into executive session must indicate the precise nature of the business of the executive session; this does not require specific individuals to be named. Board minutes need only state that the Board went into executive session, and for what purpose.
- c. Proceedings in executive session are secret, but not in any other way restricted. Discussion, deliberation and voting take place as in open session. The form and content of the minutes of an executive session are the same as for any other meeting. However, the minutes of an executive session are kept separate from minutes that might be made available to non-members of the board. They may inspected only by board members, unless the board shall order them released. The minutes of an executive session must be approved in a second brief executive session.
- d. The frequency and duration of executive sessions must be held to a minimum, and guests should be invited to rejoin the meeting immediately upon a positive majority vote to reconvene in open session.

## **I. Safety Policies**

1. In case of an accident occurring on any property of The Colonial Players, Inc., property, an accident report shall be filled out and filed with the Board Executive Committee.
2. Parking on the sidewalk in front of the theater is prohibited.

3. Smoking of tobacco products within the facilities of The Colonial Players, Inc. is prohibited, except when approved for use in a production as noted in Resolution J.4., below. Smoking is also not allowed on the roof, and there is a smoke-free zone in front of the entrance doors to the Annex and Theater. Actors and staff are permitted to smoke away from the front doors of the Theater (a butt receptacle will be placed away from the doors, beyond the kiosk). However, an actor who smokes must not be in costume, or must wear a protective non-costume item over his or her costume.
4. Smoking on stage during the run of a production is permitted if all of the following conditions are met:
  - a. When it is essential to the execution of the play and has been approved by the Board of Directors by vote at a formal meeting and recorded in the minutes
  - b. Signs are displayed on both the inside and the outside of the theater doors, so that the signs are readable whether the door is closed or open. The signs are worded: "Lighted Tobacco Products Will Be Used on Stage During This Performance."
  - c. This same wording is noted in a prominent location in the program for the show.
5. When strobe lights, gun shots, fog machines, or other special effects which may adversely affect audience members will be used in a production, a warning sign must be posted at the entrance to the theater and placed prominently in the program.
6. Flammable Material.
  - a. Any normally flammable material used in sets or in any other manner in the stage and audience area must be treated with an approved fire retardant solution in accordance with standard theater practice.
  - b. Storage of flammable material shall be kept to a minimum. No flammable material will be stored in the stage or audience area. All flammable liquids will be stored in a separate location set aside for that purpose and approved by the fire underwriter and the Annapolis Fire Marshall.
7. The standard, pre-recorded welcome and safety announcement available on the computer in the Tech Booth must be used for all shows unless a recorded enhanced announcement is approved by the Board of Directors at a regular board meeting prior to the opening of the show. Any enhanced announcement, e.g., recorded in a character voice or containing additional information, must include all of the substance of the standard announcement. The safety information and copyright restrictions in the standard announcement are required by law and must be delivered in a manner befitting the professional obligations of CP. The wording of the standard pre-show announcement is the following:

“Good evening Ladies and Gentlemen and welcome to Colonial Players. For your safety, please note the two exit signs in the theater and be aware that the exit sign opposite the main entrance requires descending a flight of stairs to the street below. Copyright law prevents the use of cameras, videotapes and other recording devices. Smoking is not allowed anywhere inside the theater building. For the comfort of all our patrons, please switch off all cell phones, pagers, and other devices that could disrupt the show. Now, sit back and enjoy tonight’s performance.”

8. When weapons or hand-to-hand combat are to be used onstage, the director must consult with, and/or arrange for the actors to have training by, a qualified stage combat expert. The stage combat expert may be paid a fee by the Board as a special consultant to the theater.

#### **J. Properties and Equipment Policies**

1. Maximum effort will be expended to borrow or obtain costumes, props and set pieces without the expenditure of funds.
2. Only persons trained to operate equipment will do so.
3. When not in conflict with other Colonial Players events, costumes, props, set pieces or production equipment may be borrowed by or rented for fair market value to theater groups, non-profit organizations and for community related functions.
4. Sound and lighting equipment will not be loaned or rented outside of the theater.
5. Under no circumstances will costumes, props, set pieces or production equipment be sold or given away without the approval of the Production Director.

#### **K. Facilities Usage Policies**

1. The Board Secretary is responsible for maintaining the CP calendar of events and scheduling the use of facilities. Events are scheduled in the following order of priority for both the Theater and the Annex. If the Secretary is unable to resolve scheduling conflicts, the appropriate Board Members are contacted for a decision.
  - a. Performances, whether regular, extra or special, of current productions. In addition, for a week before each opening, the entire theater building is reserved for ‘tech week.’
  - b. Events published by CP in its brochures, on its website, or in local newspapers, including corporate meetings and auditions.
  - c. Rehearsals and production meetings for upcoming productions. Priority is given according to the chronological order of the opening date for each production.
  - d. Additional corporate meetings and auditions.
  - e. Other CP activities, including changes or additions to the published calendar.

f. Other activities.

2. When not in conflict with other Colonial Players activities, the theater and/or annex may be available for use by non-profit organizations including educational institutions. Any group wishing to use or rent the facility must apply to the Board of Directors in writing at least six weeks prior to the date of the event. Upon Board approval, the Board of Directors will determine charges, if any, for use of the facility. The following charges may be made for use of The Colonial Players, Inc. facilities by non-profit organizations including educational institutions:

<u>Facility</u>	<u>Charge for 1<sup>st</sup> Four Hours</u>	<u>Each Additional Hour</u>
Theater	\$250.00	\$50.00
Green Room	\$150.00	\$25.00
Both	\$350.00	\$75.00
Annex	\$250.00	\$50.00

3. The group requesting use of the facility must sign a *Facilities Rental and Usage Agreement* (Appendix A). A signed *Facilities Rental and Usage Agreement* and Certificate of Insurance must be received two weeks before the contract date.
4. The “Green Room” may be made available at no charge to groups reserving or purchasing 50 or more tickets. Priority for use will be determined in the same manner as stated in K.1 above.
5. Any group, especially casts and crews of rehearsing and running productions, who use the facilities of The Colonial Players, Inc., will be held responsible for leaving the facility picked up and in good condition.
6. No changes may be made to the permanent structure of the theater, including the main stage area. No construction is permitted on the exit ramps, except for temporary stairs on the E4 ramp.

Appendix A – Facilities Rental and Usage Agreement and Guidelines

C.O.I Received \_\_\_\_\_

501(c)3 Received \_\_\_\_\_

The Colonial Players, Inc.  
 108 East Street  
 Annapolis, MD 21401  
 410-263-0533

**FACILITIES RENTAL AND USAGE AGREEMENT**

Issued to: (Renter/User) \_\_\_\_\_

Group Coordinator: \_\_\_\_\_

Phones: \_\_\_\_\_ email: \_\_\_\_\_

This shall serve as a Contract Agreement between the organization and/or individual named above and The Colonial Players, Inc. **Non-profit groups must provide proof of non-profit status.**

Space:	Date(s):	Times:	Rate/hr.:	Total
Additional Rentals				
<b>BALANCE DUE:</b>				

**Rentals and Fees listed above are not necessarily inclusive and are subject to amendment and/or revision before or after the event. ALL ONE TIME RENTALS MUST BE PAID IN ADVANCE.**

**SPECIAL NEEDS:**

Sound System:

Lighting System:

Costumes:

Set pieces or Props:

Other:

**USE OF THE ITEMS AND SYSTEMS NAMED ABOVE IS SUBJECT TO THE RULES OF USE OF THE COLONIAL PLAYERS, INC. SOUND AND LIGHT SYSTEMS ARE TO BE SET UP AND MANNED BY DESIGNERS, CREWS AND TECHNICIANS APPROVED BY COLONIAL PLAYERS, INC., EXCLUSIVELY.**

**I certify that I have read, understand, and agree to the Guidelines Governing Use of The Facilities Belonging to Colonial Players, Inc. and will abide by them.**

\_\_\_\_\_  
 AUTHORIZED REPRESENTATIVE OF RENTER/USER TITLE DATE

\_\_\_\_\_  
 THE COLONIAL PLAYERS, INC. AUTHORIZED REPRESENTATIVE TITLE DATE

## **Guidelines Governing the Use of The Facilities Belonging to Colonial Players, Inc.**

### RESPONSIBILITIES OF RENTER/USER

**The previously named organization/individual agrees to the following:**

Bookings are finalized with the signing of a Usage Agreement. Return one signed copy of this Agreement to The Colonial Players, Inc. not less than (2) weeks from the contract date. At that time, User is required to render payment in full, one-quarter of which is considered as a guarantee fee.

**Rental or use of the facilities owned by The Colonial Players, Inc. is limited to groups or individuals carrying out activities of a theatrical or performance nature, or classes, rehearsals or workshops relating to theatrical performance.** There will be no rentals to political groups or to religious organizations for the purpose of holding services.

### RESTRICTIONS

**Groups using The Colonial Players, Inc. facilities may not:**

1. Discriminate against anyone for reasons of race, color, religion, national origin, age, sex, sexual preference or handicap.
2. Refuse officers of The Colonial Players, Inc., performing their assigned and lawful duties, entry to meetings and activities.
3. Use The Colonial Players, Inc. facilities in a commercial venture. Petitions for exceptions to this restriction may be submitted by organizations having tax exempt status.
4. Use The Colonial Players, Inc. facilities for parties, celebrations or activities that are essentially personal or private in nature.
5. Assume that permission to use facilities belonging to The Colonial Players, Inc. constitutes endorsement of the group, its purposes or interests, or represent this to be the case.
6. Limit, restrict, or inhibit the normal institutional programs of The Colonial Players, Inc..

### REQUIREMENTS

**Groups using the facilities of The Colonial Players, Inc. must:**

1. Designate one person to be the Authorized Representative who will be present when facilities are used, responsible for adherence to the guidelines and execute the agreement on the reverse.
2. Comply with applicable City, County, State, and Federal laws and regulations.
3. Secure prior written approval from The Colonial Players, Inc. and obtain a temporary liquor license issued by the Liquor Board of the City of Annapolis if alcoholic beverages are to be consumed at the event on the premises.
4. Refrain from smoking in all buildings owned by The Colonial Players, Inc. and eating in the theater performance space.
5. Restrict the posting of publicity materials to bulletin boards or the theater marquee and remove them immediately after the event.
6. Authorize the Group Coordinator to complete the "Services Requested" portion of this form (see reverse side) if any special equipment or assistance is required.
7. Purchase or provide The Colonial Players, Inc. at least two weeks before the event(s) with documented proof of a minimum of \$500,000 public liability insurance coverage for each event (open to the public) with The Colonial Players, Inc. named "Additional Insured." If the group is uninsured, they may be able to buy a one or two day policy naming The Colonial Players, Inc. as "Additional Insured" for the event. **Such a Certificate of Insurance must be in hand at least 2 weeks before the event.**

### AUTHORIZED REPRESENTATIVE

**The Authorized Representative certifies that:**

1. She/He is the Authorized Representative as specified in Requirement 1.
2. She/He has read, understands, and agrees to the Guidelines Governing Use of The Colonial Players, Inc. Facilities.
3. Charges incurred by the group of which she/he is Authorized Representative will be paid promptly to The Colonial Players, Inc. and that she/he understands that a deposit may be required in advance.
4. She/He will be responsible for her/his group and will make financial restitution for any damages incurred during her/his group's use of the facilities or property.
5. She/He understands that cancellation does not automatically remove assigned usage fee and that penalty fees may be assessed, if notification of cancellation is not provided within 48 hours of the scheduled event.
6. The group or organization of which she/he is Authorized Representative agrees to indemnify and hold harmless The Colonial Players, Inc., its volunteers, agents and Board of Directors, from any and all liability, damage, expense, cause of action, suits, claims, or judgements arising from injury to person or personal property or otherwise which arise out of the act, failure to act, or negligence of The Colonial Players, Inc. in connection with or arising out of the activity which is the subject of his agreement.