



GENERAL RULES: CARE OF DCT PROPERTY, RENTALS, & PERSONAL ITEMS

ITEMS

1. I will behave appropriately at all times while participating in any DCT activity. I will adhere to the following rules, and failure to do so may result in dismissal from the activity, production, and/or future DCT events and activities.
2. I will not damage the personal property of any DCT staff member, volunteer, or participant.
3. I will not damage, misuse, or intentionally alter any venue, rehearsal space, equipment, furnishings, or other property located therein.
4. I will not damage DCT property, including but not limited to costumes, props, set pieces, technical equipment, and other production materials.
5. If I am assigned equipment to use (including microphones, body packs, props, etc.), I will use the equipment only in the manner instructed by the DCT Director, Stage Manager, Sound Engineer, Props Manager, Producer, or other DCT staff or Production Lead.
6. If I misuse or intentionally damage DCT property, I may be held responsible for the value of the item or asked to procure a replacement at the discretion of the Dixon Community Theater Board of Directors.
7. If I am given scripts or copyrighted production materials, I will not duplicate, distribute, or otherwise violate copyright laws or licensing agreements.
8. On occasion, theatrical publishing organizations require the return of scripts and other production materials. In these cases, I agree to return all materials to DCT by the assigned deadline and in the condition in which they were received.
9. If I bring personal items to use in a production as props or set pieces, I must receive approval from the Director. I understand I am responsible for the care, maintenance, and removal of those items. DCT is not liable for damage that may occur due to their inclusion in any DCT activity.
10. I will keep my personal belongings in designated areas as determined by DCT staff during rehearsals and productions and will ensure they are stored in a clean and organized manner.
11. DCT provides costumes for productions. If I wish to provide my own costume, I must receive approval from the Director. If approved, I understand that care and maintenance of the costume is my responsibility.
12. I understand that I may not eat, drink (except water), smoke (including vaping), wear perfume, cologne, or use scented sprays or products while wearing a DCT costume.
13. I will not alter, add to, or modify any DCT costume without permission.
14. If I damage or excessively dirty a DCT costume, I may be required to compensate DCT for repair and/or cleaning costs.
15. I acknowledge that I am responsible for providing my own shoes, socks or tights, and undergarments. 15. DCT does not have a designated rehearsal or theater space. Special arrangements are made to utilize spaces throughout Dixon, and all DCT participants are expected to be safe and respectful of these locations and comply with all applicable rules, including noise regulations and parking lot safety. Dangerous or unsafe behavior may result in removal from the activity and possible restrictions from future participation.

ACKNOWLEDGMENT

I acknowledge that I have read, understand, and agree to abide by the policies and expectations outlined in this agreement. I understand that failure to follow these expectations may result in removal from a production, rehearsal, event, volunteer opportunity, activity, or future participation with Dixon Community Theater.

NAME: _____ DATE: _____

SIGNATURE _____