



## **CODE OF CONDUCT**

Little Mountain Community Theatre NFP is committed to conducting its programs in a safe and professional manner. Staff, participants, and volunteers are expected to exhibit appropriate behavior at all times and follow the below guidelines which align with Illinois law and Lemont High School District 210 policies. The LMCT Board and Staff reserve the right to dismiss or suspend anyone involved from a program if their behavior or language is deemed inappropriate.

### **Those involved shall:**

1. Show respect for all staff, participants, volunteers, equipment, supplies, and facilities
2. Refrain from using abusive or foul language
3. Follow directions given by staff and instructors at all times

### **Those involved shall not:**

1. Strike, injure, threaten, harass, or intimidate staff, participants, or volunteers
2. Damage, threaten to damage, or deface equipment, facilities, or property
3. Smoke or use tobacco products
4. Consume, possess, distribute, or be under the influence of alcohol or illegal drugs
5. Impede, delay, disrupt, or interfere with any LMCT activity
6. Operate a motor vehicle in a risky way
7. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device unless it is a performance prop that they have been directed to use in a specific manner
8. Violate any Lemont High School District 210 policy or regulation, Illinois law, or Village of Lemont ordinance

**WHERE DREAMS COME TRUE**



## **POLICES AND PROCEDURES**

**Registration:** Registration for Little Mountain Community Theatre NFP programs is completed on a first-come, first-served basis. Space for these workshops is limited. Payment is required at the time of registration.

**Cancellations:** LMCT reserves the right to cancel, postpone, or combine workshops, programs, and productions as necessary. Each offered program has a minimum number of participants required for it to proceed and be productive. Though it is not anticipated, workshops may be cancelled due to low enrollment.

**Waiting List:** When maximum enrollment has been reached for a workshop, additional names will be placed on a waiting list, and those individuals will be contacted should spots become available.

**Refunds:** No refunds will be issued after April 1. Prior to April 1, there will be a 10% service charge deducted from your refund. Participants will receive a full refund if LMCT cancels a workshop.

**NSF Checks:** Checks returned for insufficient funds will be assessed a \$25 service fee by LMCT.

**Photography Release:** We like to take pictures of our participants and volunteers having fun! By registering, participating, volunteering, or attending workshops, activities, and productions, you agree to let us use photos in our publications, advertisements, website, and other public relations materials. If you do not want your photo used, you will need to submit a written request to the LMCT Board.

*By registering for the program, participant is agreeing to all elements of the document.*

**WHERE DREAMS COME TRUE**



## WAIVER AND RELEASE OF LIABILITY

Little Mountain Community Theatre NFP strives to reduce risks and insists that all staff, participants, and volunteers follow rules that are designed to protect their safety. However, staff, participants, volunteers, and parents/guardians should recognize that there is always some risk in workshop and theatre participation. Staff, participants, volunteers, and parents/guardians are responsible for determining if you or your child is physically fit and/or skilled for the workshop, program, or production activities.

### Warning of Risk

Understandably, not all hazards and dangers can be foreseen. Staff, participants, volunteers, and parents/guardians should understand that certain risks, dangers, and injuries due to acts of God, inclement weather, slipping, falling, and all other circumstances inherent to performance and workshop participation exist. In this regard, it must be recognized that it is impossible for LMCT to guarantee absolute safety.

### Waiver & Release of All Claims & Assumption of Risk

Please read this form carefully and understand that in consideration for being allowed to participate in or volunteer for workshops, programs, or productions, you will be expressly assuming the risk and legal liability, and waiving and releasing all claims for injuries, damages, or loss, which you or your minor child might sustain as a result of participating in or volunteering for any and all activities connected with and associated with LMCT.

*I recognize and acknowledge that there are certain risks of physical injury to participants and volunteers in this program/activity/production, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child or I may have as a result of participating in or volunteering for a Little Mountain Community Theatre NFP workshop, activity, or production.*

*I have read the entire statement and agree to waive and relinquish all claims my minor child or I may have as a result of participating in or volunteering for any and all workshops, activities, or productions against Little Mountain Community Theatre NFP, including its officials, agents, staff, and volunteers. I do hereby fully release and forever discharge Little Mountain Community Theatre NFP from any and all claims for injuries, damages, loss, or negligence that my minor child or I may have or which may accrue to my minor child or I arising out of, connected with, or in any way associated with the workshop, activity, or production to the fullest extent permitted by law.*

**WHERE DREAMS COME TRUE**