



Code of Conduct

Our policies are straightforward, rooted in common sense, and guided by diversity, equity, inclusion, and belonging principles to ensure fairness, safety, and respect for everyone.

Failure to abide by this Code of Conduct is grounds for immediate expulsion from the property.

- No illegal activities are allowed in or on Playcrafters property.
- Playcrafters Barn Theatre is committed to fostering an inclusive and welcoming environment for all. As such, we have DEI, Child Safety, General Harassment, & Sexual Harassment Policies which must be adhered at all times.
- The Barn Theatre is a treasure - treat it as such. Show it respect, handle it tenderly. It is everyone's responsibility to keep all areas clean! The trash dumpster is located in the parking lot, just outside the east entrance. Wastepaper baskets should not be left to overflow and any food items or packaging should be taken to the dumpster each night! If any insect problems are noted, please tell the House Manager or a Board Member.
- Everyone is responsible for fire watch.
- Smoking is prohibited within the Barn.
- Consumption of Alcohol on Playcrafters property is prohibited, except in cases of special events approved by the City of Moline and Rock Island County. Any cast or crew member believed to be under the influence of drugs or alcohol during Rehearsals or Performances is subject to removal.
- The Doors to the Green Room from the workshop should be closed after every use.
- For your safety, the Workshop area is off limits to all but authorized personnel.
- Do not move, or take anything from the Lobby, Concession, Box Office, Office, Green Room areas, or any Bulletin Boards or posted materials without first consulting a member of the Board of Directors or the House Manager.
- Do not enter the Office unless it is for Playcrafters business. Entry to the office should only be made when a Board member is present.
- The computer and copying machine in the office are for Barn business only!
- All ticket requests and reservations must be directed to the Office. Our ticket line number is 309-762-0330. Tickets may also be ordered through our website – Playcrafters.com. We do not provide complimentary tickets to cast, crew, members, or family members.
- No food or drinks without a lid are permitted on the second floor of the Barn.
- Cell Phone use is at the discretion of the director. Please keep phones set to vibrate during rehearsals and performances.
- If you are working on a show and cannot avoid bringing children to a rehearsal or performance, they MUST be supervised, and all policies apply to them. No minor is to be alone with any one adult other than the parent or guardian.

- Animals (except service animals) are not permitted in the building during performances, unless they are in a show. At other times, animals may be in the building at the discretion of the Board of Directors and/or Director. They must be on a leash, well behaved, and supervised by the owner at all times.
- Concessions are open to cast and crew during performances. Note: This is a privilege and could be revoked if abused. Kindly ask Production Team members or concession staff to fulfill concession needs. All items are \$2. Please bring a water bottle and use the water cooler in the outer office rather than taking water from concessions.
- On show day, cast members must be kept out of public areas once doors open to the public (1-hour before showtime). The Green Room doors to the Office Foyer, and the Office Foyer door to the Lobby must remain closed during the show.
- Keep noise to an absolute minimum anywhere in the building during the shows and rehearsals. The sound does travel, and you may disrupt the performance.
- Only appropriate show personnel are permitted backstage, on stage, in the light/sound booth, box office, or concession stand.
- No agreements or expenses with any organizations, businesses, or individuals whatsoever may be made on behalf of Playcrafters without the prior consent of the Board of Directors. Anyone who violates this policy will be personally accountable for honoring said expense or agreement.
- All publicity, advertising, and marketing of shows is handled by Playcrafters. No promotional materials of any kind are produced without the Board's approval. This includes Social Media, which should be approved by the Marketing Chairperson, or in their absence, the President.
- Photography and/or videotaping are prohibited except with the express permission of the House Manager, as directed by the Board of Directors. No video of performances or rehearsal performances may be posted on social media at any time.
- Strike after the final performance is a mandatory part of your role at Playcrafters. With the assistance of the cast and crew, the show can be put away and the Barn ready for the next production. Please be aware of the Strike Schedule and how you will be taking part. For safety purposes, please wear closed toe shoes if working on Set cleanup.
- Any further questions or concerns can be addressed to the Producer and/or members of the Board of Directors.

I have read this Code of Conduct and agree to abide by it. I understand that failure to adhere to the Code of Conduct as well as DEI, Child Safety, General Harassment, & Sexual Harassment Policies is grounds for removal from the property and may have consequences up to being banned from both the Barn and revocation of Playcrafters membership.

Print name

Signature

Date