

# SUN PRAIRIE CIVIC THEATRE POLICIES

Adopted:

## Privacy

Member contact information will not be provided to any outside organization or person.

## Audio or Visual Images

Audition and application forms must include a statement authorizing use of audio or visual images related specifically to the production to be posted on the SPCT website, Facebook or other promotional purposes.

Minors must parent's or legal guardian's signature.

## Building Use

All regular activities of the Sun Prairie Civic Theatre shall have priority including but not limited to: auditions, rehearsals, general membership meetings, board of director meetings, production and technical meetings, strike parties, performance and other specific functions to which the general membership and guests are invited.

Any other group will not be allowed to use the facilities until such time as the facilities are updated to all code specifications to accommodate safety and comfort requirements.

## Performance Approval

Any performance not a part of the regular season must be approved by the Board of Directors prior to the production. Fees for performances, if any, will be determined by the Board of Directors. Proceeds from the performance will be deposited in the General Membership Fund.

## Committee Chairs

It is the Board of Director's responsibility to ensure that Chair positions outlined in the Bylaws and the Operating Procedure Guidelines are filled

## Alcoholic Beverages

Alcoholic beverages may not be consumed during rehearsals or performances.

### Piano

The piano can only be used for SPCT functions including: auditions, rehearsals, performances, strike parties and other SPCT events.

### Ticket Sales Policies

No refunds will be made for any ticket sales, including group ticket sales or unused tickets without the approval of the Ticket Committee Chair or their designee. Tickets may be exchanged until the time of the performance for which tickets are sold. Group tickets are for orders of 20 or more tickets of any type and will receive a \$1.00 per ticket reduction. Ticket orders will be processed in the order they are received.

### Complimentary Tickets

Definition: A complimentary ticket is one given either for a show or a season to: the press, a show sponsor, patrons, a one-time monetary donation of \$150, a community non-profit organization, any organization that provides show or season advertising to SPCT at no cost, a business that has a relationship with SPCT for at least two years.

Purpose: To promote and market a show and or a season' to acknowledge patronage and special one-time gifts; as part of a sponsorship agreement; to support other Sun Prairie community non-profit organizations; to develop business relationships.

Process: Any member may request complimentary ticket(s) for a show or a season for marketing. The number of tickets will be determined by the Board of Directors. Approval by a majority vote of the Board, recorded in the meeting minutes is required.

The publicity chair and the ticket chair may provide a maximum of 20 tickets to any single production for Sun Prairie community non-profit organizations, without Board approval. The publicity chair will report monthly to the Board of Directors any complimentary tickets provided to Sun Prairie community non-profit organizations.

Patronage: complimentary tickets will be provided as follows for patronage:

Angel: 2 season tickets

Saint: 2 season tickets

Patrons: 2 season tickets

#### Maintaining Policy Guidelines

The Secretary shall be responsible for maintaining this document and updating whenever the Board of Directors deletes amends or adds a policy.