

Operation Policy & Practices



SAFETY AND SECURITY POLICY

Spotlight Players shall endeavor to create a safe and healthy environment for its members, casts, crews and patrons:

- No person affiliated with a Spotlight Players activity shall take undue risks to their safety.
- No illegal substance is permitted on the premises.
- No one under the influence of alcohol or illegal drugs is allowed to participate as a cast or crewmember during rehearsals or performances.
- Spotlight Players and personal property must be respected.
- Smoking is not allowed in accordance with the policies of the Village Theater at Cherry Hill.
- Spotlight Players members must stay within the areas assigned by the Village Theater at Cherry Hill.
- All Village Theater at Cherry Hill property must be respected.

FACILITIES POLICY

Spotlight Players Board of Governors, as representatives of Spotlight Players, requires everyone's full respect for and compliance with the requirements of the Village Theater at Cherry Hill. Sets should be designed and constructed to be removable after each performance in accordance with the requirements of the Village Theater at Cherry Hill.

It is the policy of Spotlight Players to respect and observe the Policies and Practices of the Village Theater at Cherry Hill. If you observe or experience anyone disregarding any of the above, please bring it to the attention of the Director or Producer of the show, or to one of the members of the Board of Governors.

HARASSMENT POLICY

Spotlight Players shall endeavor to create an environment free from intimidation and/or harassment with regard to a person's gender, religion, race, special needs, ethnicity, sexual orientation and the like. Everyone must comply with the Civil Rights Act of 1964, including Title VII regarding sexual harassment.

THREATS TO PRODUCTIONS

In the event that any person threatens a member of the cast or crew or to shut down a production, the Village Theater at Cherry Hill Artistic Coordinator will be notified immediately. The name of the person making the threat and the date of the threat will be recorded. Selection committees and Directors will be provided this information during casting for their use. The person creating this situation will be notified of these actions. The cast and crew will be apprised of the situation as a courtesy.

PAST DUE ACCOUNTS

Anyone owing money to Spotlight Players or delinquent in returning Spotlight Players property will not be cast in a show or hired in any capacity until they settle their accounts with the Spotlight Players.

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SPENDING APPROVAL LIMITS

The spending approval limits on show or administrative line items will be as follows:

Producers:	Up to the budget line item amount
Board Quorum:	Up to \$10,000
General Membership:	Above \$10,000

Spotlight Players makes every effort to find competitive suppliers. All things being equal, Spotlight Players gives preference to local business people, advertisers and supporters of Spotlight Players.

MEETING LATENESS - ABSENCE

Spotlight Players shall consider a member absent for the purposes of record keeping if he/she is not in personal attendance at the meeting within 30 minutes of the published start time of a meeting.

In the case of Board meetings, the absence will be recorded against the member and accumulated as part of the absence records for board meetings.

The member cannot take part in any voting if the discussion for the agenda item / new item commenced prior to attendance.

DONATIONS

Spotlight Players shall consider all unconditional donations with value to the organization. The Treasurer will issue a receipt for any donation upon request.