



Please **read** the Behavioral Guidelines and Parent Handbook to the Palace Theatre before submitting your student's information online. We strongly urge you to keep a copy for your own records.

## **Palace Youth Theatre Behavioral Guidelines**

Thank you for your interest in the Palace Theatre's Youth Programs! As a participant in a Palace Youth Theatre Program you are a representative of the Palace Theatre and it is very important that you present yourself accordingly. You will be a role model for other students in the program and should follow all the rules in this handbook to the best of your ability. If you see someone not abiding by the rules, please alert a Palace Theatre employee as soon as possible.

### **Palace Principles**

- \* Treat everyone with respect and consideration while you are at the Palace Theatre. This includes other students, parents, theatre staff, volunteers, and the general public.
- \* Follow all directions given to you by the theatre staff. This is for **YOUR** safety. Keep your language, behavior, and dress appropriate.
- \* We do **NOT** tolerate discrimination of any kind. We ask students to report any acts of discrimination or harassment to one of our staff members immediately. We consider all members of our cast and crew as teammates, and we are expected to work together. This includes bullying or negativity comments in person and online.
- \* We do **NOT** tolerate any underage drinking, smoking, drugs, or public displays of affection while on Palace Theatre property or at Palace Theatre sponsored events.
- \* Anyone caught doing any of the above will be immediately expelled from the production. Failure to comply with **ANY** of the principles will result in immediate expulsion.

### **Rehearsal & Show Policies (Not Applicable for Classes/Camps)**

- \* Participants are expected to attend all rehearsals and performances and to be on time. If you cannot attend for any reason, contact the Director as soon as possible.
- \* Participants are expected to cooperate with the Director, Music Director, Choreographer, and each other during rehearsals. A positive attitude is a must!
- \* Scripts and other show materials (music, etc.) should be brought to each session and treated with care.
- \* Cell phones must remain off during all rehearsals and performances. If it is an emergency, obtain approval from a Palace Theatre staff member before using your phone.
- \* Participants must be quiet and professional when backstage during a performance. The audience may see or hear offstage activity!
- \* Participants are expected to take pride in their rehearsal space by keeping it clean and neat. This means disposing of all bottles, cans, snacks, etc. after each rehearsal. Please

note that the Palace Theatre is NOT responsible for anything left behind after a rehearsal or show – it is up to you to be responsible for your belongings.

- \* Participants are expected to keep a neat and appropriate appearance. No crop tops or short shorts, and sneakers/dance shoes should always be worn. **SHOES MUST BE WORN** during all rehearsals in studios and onstage – NO Exceptions.
- \* To keep our actors safe and supervised, we enact an OPEN DOOR policy for all our public/multi person backstage spaces, including dressing rooms, but excepting of bathrooms. We ask actors to arrive for dress rehearsals and performances in a fully covered base layer and not permitted to do full costume changes at the theatre (see Costume Guidelines below).

### **Costume Guidelines for Performances (Not Applicable for Classes/Camps)**

- \* Performers are required to wear appropriate undergarments to all Dress Rehearsals and Performances. This would be a neutral color leotard, tank top, or undershirt, and shorts.
- \* All costumes must be hung up at all times. The only exceptions are costumes involved in a quick change.
- \* Do NOT eat anything in your costume.
- \* Please respect the space and possessions of others.

### **Academy Classes, Lessons, & Camp Policies**

- \* Participants are expected to attend all classes/lessons/camp days and to be on time. If you cannot attend for any reason, contact Director of Youth Programming as soon as possible.
- \* Participants are expected to cooperate with their instructors and fellow classmates. A positive attitude is a must!
- \* Bring any materials required (as instructed by instructors) to each class, lesson, or camp, and treat them with care.
- \* Cell phones must remain off during classes, lessons, and camps. If it is an emergency, obtain approval from your teacher before using your phone.
- \* Participants are expected to take pride in their classrooms by keeping them clean and neat. This means disposing of all bottles, cans, snacks, etc. after each session.
- \* Participants are expected to keep a neat and appropriate appearance. No crop tops or short shorts, and sneakers/dance shoes should always be worn. **SHOES MUST BE WORN** during all classes in studios and onstage – NO Exceptions. Specific attire may vary depending on the needs of the class, but generally, students should expect to dress comfortably and be prepared to move.

### **Safety Policy**

The Palace is concerned about the safety of ALL and we ask that participants adopt the “Buddy System.” This means NO waiting outside alone for a ride, NO walking to cars alone, NO walking from the studios to the theatre unaccompanied.

Participants agree to be aware of the safety of those around them and act as a “Buddy” when needed or to inform a Palace staff member if a safety issue arises.

## Palace Youth Theatre - Parent Handbook

Thank you for enrolling your student in the Palace Youth Theatre Program. The goal of the Palace Theatre is to help these young performers not only enjoy theatre, but empower them to learn, perform, and grow. To achieve this, we need the help and cooperation of all the parents/guardians of the participants. By enrolling your student in a Palace Theatre Youth program, you are agreeing to abide by the guidelines set forth in this handbook.

### Parent/Guardian Guidelines

We understand that almost every caregiver wants their child to be “the star,” but we encourage you to remember that the Director has the highest expectations for the artistic integrity of the production and is dedicated to providing the best educational opportunity possible for your student. One child may be a better fit for a role than another, and those assignments are made only by the Director’s judgment. If you as a parent have an issue with role assignments or other artistic decisions, we are happy to listen to your constructive criticisms and request that you take them to the Director or a Palace Theatre staff member.

The principles set forth in the Behavioral Guidelines apply to the Caregiver as well as the child. These include:

- \* Treat everyone with respect and consideration while you are at the Palace Theatre. This includes other students, parents, theatre staff, volunteers, and the general public.
- \* Follow all directions given to you by the theatre staff. This is for **YOUR** safety. Keep your language, behavior, and dress appropriate.
- \* We do **NOT** tolerate discrimination of any kind. We ask students to report any acts of discrimination or harassment to one of our staff members immediately. We consider all members of our cast and crew as teammates, and we are expected to work together. This includes bullying or negativity comments in person and online.
- \* We do **NOT** tolerate any underage drinking, smoking, drugs, or public displays of affection while on Palace Theatre property or at Palace Theatre sponsored events.
- \* Anyone caught doing any of the above will be immediately expelled from the production. Failure to comply with **ANY** of the principles will result in immediate expulsion.

The Palace prefers that parents and guardians of our students **park and come in** to get their child or wait for them in front of the building.

**Always check your email** for any updates or last minute changes. We will contact you with whichever email was listed on your forms for that particular show/camp/etc.

For Performances- Tech Week rehearsals, including dress rehearsal, will be **closed** to all parents, caregivers, and friends unless you are the designated chaperone/volunteer for the evening.

## **WAIVER AND RELEASE BY PARENT OF MINOR CHILD FROM LIABILITY FOR PALACE YOUTH THEATRE PRODUCTIONS, CAMPS AND CLASSES**

For the use of the property, facilities and/or services of the Palace Theatre and including any travel related thereto, by reading you agree to the following:

1. **RISK FACTORS.** Understands and acknowledges that the activities of dancing, exercising, sports, performing and camp activities involve risks which might result from the activity itself or the acts of others risk of property damage, bodily injury and possibly death.
2. **ASSUMPTION OF RISK.** ASSUMES ALL RISKS WHICH ARE FORSEEABLE AND INVOLVED WITH OR ARISING FROM THE ACTIVITY, including without limitation those risks described in Section 1 above.
3. **SKILLS AND TRAINING.** Acknowledges that the minor has the skills, qualification, physical ability and training necessary to complete such activity. Agrees that if he or she has any questions as to what skills, qualifications or training is necessary to properly participate in the activity, then they shall direct such questions to the Palace Youth Theatre management.
4. **RELEASE.** RELEASES the Palace Theatre, all of their officers, employees and agents (referred to below as the RELEASED PARTIES) and agrees NOT TO BRING SUIT on account of or in connection with any claims, causes of action, injuries, damages, cost or expenses (referred to below as "CLAIMS") arising out of the activity, including those based on the risks described in Section 1, whether or not caused by the negligence or other fault of the RELEASED PARTIES.
5. **INDEMNIFY AND DEFEND.** Agrees to INDEMNIFY AND DEFEND the RELEASED PARTIES against, and hold them harmless from any and all CLAIMS, including attorney fees, which in any way arise from the activity which is the subject of this agreement and which include but are not limited to those risks described in Section 1 including any liability arising from the act or negligent act of the RELEASED PARTIES, the below named minor or anyone else.
6. **PAY.** Agrees to pay for any and all damages to any property of the RELEASED PARTIES caused negligently, willfully or otherwise.
7. **ACKNOWLEDGEMENT.** By reading this you understand this agreement and realizes it relates to releasing valuable legal rights and does so freely and voluntarily.

### **APPROVAL OF PARENT/LEGAL GUARDIAN ON BEHALF OF MINOR**

I am the parent and/or legal guardian of the minor enrolling in the PYT program. I have read and understand the agreement and realize the agreement involves releasing valuable legal rights of the minor and myself. I agree to be bound by all of the terms of the agreement. I also give my consent to the participation in the activity by the minor. I also give my consent for my child to be included in photographs, videos, slides, and movies taken by the Palace Theatre Staff, students, TV, Radio and/or other news media. I understand that pictures become property of the Palace Theatre and might appear in promotional materials and publications.

### **PARENT OR LEGAL GUARDIAN EMERGENCY TREATMENT CONSENT**

As the parent and/or legal guardian, I agree to the participation by the minor in the subject activity. I give consent to medical treatment of the minor in case of emergency.