

## Williamsburg Players, Inc. Policy and Procedures Manual

Title: Parties, held in the Building		Number:
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Date	Change Summary (vertical bar indicates most recent revision)➤	
6/16/98	Initial inclusion into P&P Manual	
4/15/03	Board added the option for closing night cast parties without prior approval of the Board of Directors	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

The theater represents a physical asset to our organization and this policy sets forth the basic issues of protecting that asset.

2. Policies or Procedures:

The building can be used for parties or social events by casts or any other group with prior permission of the Board of Directors (prior permission is a requirement). The following limitations or requirements will apply:

- A. Any outside organization may rent the facility for a rate set by the Board of Directors. That rate was set at (June 19, 1994):
  - 1. \$50 for the building rental.
  - 2. \$25 for a board member to attend as caretaker and theater property security.
  - 3. After show parties must not last longer than two hours unless the cast, staff, or Board holds them.
- B. Cast parties are permitted without cost to the cast.
- C. Requests for parties must be made to a Board member 24 hours before the event.
  - 1. The exception is closing night cast parties that may be held in the theater without prior approval.
- D. Only Board members will call around if a phone/voice vote is required.
- E. The Board always retains the right and option to establish rules and guidelines for any party or parties for the protection of the guests, the property and/or the building.
- F. The Box Office Manager, VP of Maintenance, or the VP of Production can suspend the permission for a granted of party if there is a concern of safety, health, or theater property/liability (precedent set by example on 2/21/96.