

BARN RULES & PROCEDURES

Contact: Sharon Roberts (661) 492-3030
Updated 1/2026



We are guests on this property. Please respect that.

OCCUPYING THE BARN

No one is allowed to use the barn without the CST Board Approval

CURRENT DIRECTORS

Amanda Goodall (Landlord) must be given a long term schedule for a production (written) as well as verbal, stating what DAYS - DATES - TIMES the Barn will be occupied.

Contact Sharon Roberts with that schedule: 77sharonroberts@gmail.com
It is the directors responsibility to follow all CST Guidelines Rules and Code of Conduct for Barn occupancy.

No one under 18 are allowed in the barn unsupervised.
No one under 18 are allowed to use Power Tools.

BARN CODE - DO NOT give the barn code out to anyone.
Only Directors and Board Members are to have the barn code when needed. CONTACT CST BOARD PRESIDENT FOR CODE

OUTSIDE OF BARN

1. **NO SMOKING** on the Barn property (inside or outside)
2. **PARKING** - Cast park across the street from property.
Do Not Block:
 - A) In front of the Mailbox
 - B) In front of neighbors home to the right.
3. Do Not drive on lawn.
4. Only Director and Crew are permitted to park beyond gate.

INSIDE BARN

LIGHTS/ SWAMP COOLER /HEATER/DOORS

1. All lights must be turned off when leaving the barn.
TURN OFF ALL LIGHTS: inside and outside building including bathroom lights when leaving barn.
2. Outside lights need to be off. Use a phone or flash[light for leaving premises.
3. Make sure **ALL DOORS ARE LOCKED.**
Front Door and Side Door Locked. Test the door to be sure it is locked.
4. No water running.
5. Turn off all fans, heaters, electrical equipment, lights, large garage door down when leaving barn.
6. When opening and closing garage door - all items must be clear in front of door for it to open.

CLEANING UP

1. At the end of each rehearsal/set building/painting Barn must be picked up and cleaned up. (even if you are coming back the next day.)
2. Clear area best possible - when working with set pieces.
3. Sweep and Mop

PAINT AREA

1. All paint brushes must be cleaned and hung up.
2. Sink Cleaned
3. Empty cans must be cleaned out to the best of your ability.

4. Paint cans must be closed securely.

GARBAGE

1. When bringing garbage to dumpster (at the street) be sure that Dumpster Lid is securely closed at the Street.
2. Do not completely fill up dumpster. Leave room
3. DO NOT LITTER!
4. After every rehearsal, all garbage in the Barn must be bagged and brought to dumpster. (Includes: Front garbage can, Paint area garbage & Bathroom garbage)
5. Place a bag back in the garbage can

BATHROOM

1. Water off, cleaned and sanitized.
2. Clean bathroom, empty garbage.
3. Bathroom stocked with soap, toilet paper & paper towels
4. Turn off lights & water, if dripping.

REFRIGERATOR/FREEZER

1. Each Production must be responsible for cleaning out Refrigerator/
2. Freezer when production is complete.

TOOL AREA

1. No one under 18 is not permitted to operate power tools
2. All sawdust must be cleaned up and removed
3. All Hardware must be put away after using.

PRODUCTIONS/DIRECTORS

Loading In/Strike Each Production must be responsible for:

LOAD IN

Cleaning out Refrigerator/Freezer when production is complete.

When loading in a production. Be sure the barn is left in good condition. Garbage picked up, and thrown out. Bathrooms clean.

STRIKE

After a strike, sets must be put away within one week of production. Microphones are only handled by sound person or board member.

OUTSIDE PRODUCTION COMPANY

When an outside production is using the barn, a board member must be the liaison between CST, Amanda and party using the barn. Insurance must be issued and copies must be given to Amanda and CST. Board Members responsible for checking in on production.

Thank you.
Cedar Street Theatre



Photography/Video Consent and Release Form

Without expectation of compensation or other remuneration, now or in the future, I _____ hereby give my consent to the Cedar Street Theatre, its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the Internet). This consent includes, but is not limited to:

- (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or record my voice;
- (b) Permission to use my name; and
- (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, in newspapers, magazines and other print media, electronic media (social media platforms), on television, radio and, in theatrical media and/or in mailings for educational and awareness purposes.

This consent is given in perpetuity, and does not require prior approval by me.

Name: _____ (please print)

Signature: _____

Date: _____

CODE OF CONDUCT: Cedar Street Theatre (CST)



Cedar Street Theatre (CST) is committed to providing a safe, respectful, inclusive, and professional environment for all participants. This Code of Conduct outlines expectations for behavior to protect the well-being, dignity, and reputation of both individuals and CST. All Board Members, Directors, Creative Team Members, Performers, Volunteers, and Participants are required to follow this Code.

GENERAL EXPECTATIONS

All participants are expected to:

- Treat everyone with dignity, courtesy, fairness, and respect.
- Act with professionalism, self-control, honesty, and integrity.
- Support a collaborative, encouraging, and patient environment.
- Communicate openly and respectfully. Ask questions when clarification is needed.
- Refrain from behavior that could harm the reputation of CST or its participants.
- Leave personal conflicts at home.
- Follow standard theatre etiquette and comply with venue-specific rules.
- Respect the authority of the Board, Director and Creative Team. Performance-related concerns or suggestions should be directed to the Director or Stage Manager only.
- Commit fully to rehearsals, performances, and assigned responsibilities.
- Arrive on time, prepared, and ready to work.

REHEARSALS, PERFORMANCES & FACILITIES

- Rehearsals are closed unless permission is granted by the Director.
- Only approved cast, crew, chaperones, and staff are permitted backstage.
- Appropriate clothing and footwear must be worn at all times.
- Personal belongings, theatre property, costumes, props, scenery, and equipment must be treated with care. Damaged or missing items may be billed to responsible parties.
- Scripts are on loan through CST. Lost or damaged scripts may incur replacement fees.
- Food and beverages in rehearsal and performance spaces may be restricted.

- Smoking and open flames are prohibited.
- Practical jokes, horseplay, and unsafe behavior are prohibited.
- To prevent injury and damages, only authorized individuals may operate equipment or perform assigned technical tasks.
- All hazards, accidents, or injuries must be reported to the Director or Stage Manager immediately. Also notify the Board.

HEALTH, SAFETY & SUBSTANCE USE

- All participants share responsibility for maintaining a physically and emotionally safe environment.
- Follow lawful instructions from Directors, Board Members, or venue authorities.
- Alcohol and illegal substances are not permitted immediately before or during CST activities.
- Anyone appearing intoxicated or impaired may be asked to leave.
- Participants are responsible for their own medical expenses, per CST's Liability Waiver.

YOUTH PROTECTION & WORKING WITH MINORS

- All Board Members and adults working with minors must pass a Livescan background check (paid for by CST).
- Minors must remain inside the facility at all times and be supervised. CST observes a 1:10 minimum ratio of adults: minors.
- Minors must wait inside the facility for parent/guardian pickup.
- CST follows the **"Rule of Three."** Whenever possible, at least two adults must be present when working with minors to protect both youth and adults.

DISCRIMINATION, HARASSMENT & BULLYING (Zero Tolerance)

CST prohibits discrimination, harassment, sexual misconduct, and bullying of any kind.

- Discrimination based on race, color, national origin, religion, sex/gender, gender identity, gender expression, sexual orientation, marital status, medical condition, ability, disability, size, and military or veteran status will not be tolerated.
- Sexual harassment includes any unwelcome sexual behavior, comments, jokes, gestures, exposure, or physical contact and may result in immediate dismissal and further action.

- Bullying includes intimidation, threats, aggressive behavior, demeaning language, or online harassment.
- Retaliation is an act of harm, revenge, or punishment in response to an actual or perceived harm or complaint, and is not tolerated.
- Any participant who experiences or witnesses misconduct should report it immediately to the Director or a Board Member. Reports will be handled confidentially.

DIRECTORS' RESPONSIBILITIES

Directors are expected to:

- Model and enforce this Code of Conduct.
- Lead with professionalism, fairness, and respect.
- Be reasonable and flexible in scheduling when possible.
- Teach theatre etiquette and stagecraft.
- Maintain discipline and ensure spaces are cleaned, secured, and respected.
- Address issues promptly and escalate unresolved concerns to the Board.

GRIEVANCES & ENFORCEMENT

- Concerns or grievances should be brought immediately to the Director or a Board Member for confidential review.
- CST reserves the right to discipline, dismiss, or restrict future participation for Code of Conduct violations.
- This Code may be updated as needed and is not exhaustive. All participants are expected to uphold both its letter and spirit.

ACKNOWLEDGMENT & AGREEMENT

All participants must sign this Code of Conduct prior to participation.

I have read and understand the Cedar Street Theatre Code of Conduct and agree to abide by its terms. I understand violations may result in removal from current or future CST activities.

Print Name: _____ **Sign:** _____ **Date:** _____
 (Parent/Guardian if under 18)

CEDAR STREET THEATRE (CST) PARTICIPANTS MASTER SIGNATURE PAGE



To reduce paper waste, CST has chosen to make documents available in an electronic format for review by all Participants and use just one page for signatures for all documents. You may request a printed copy of these documents at any time.

PARTICIPANT NAME (First & Last): _____

PRODUCTION/EVENT: _____

EMERGENCY CONTACT / HOLD HARMLESS FORM

Please complete on back.

BARN RULES

I have read and understand the Cedar Street Theatre **Barn Rules** and consent to its terms.

Print Name: _____ **Sign:** _____ **Date:** _____
(Parent/Guardian if under 18)

PHOTOGRAPHY/VIDEO CONSENT FORM

I have read and understand the Cedar Street Theatre **Photography/Video Consent and Release Form** and consent to its terms.

Print Name: _____ **Sign:** _____ **Date:** _____
(Parent/Guardian if under 18)

CST CODE OF CONDUCT

I have read and understand the **CST Code of Conduct** and agree to abide by its terms. I understand violations may result in removal from current or future CST activities.

Print Name: _____ **Sign:** _____ **Date:** _____
(Parent/Guardian if under 18)

EMERGENCY CONTACT / HOLD HARMLESS FORM

I, _____ (Participant's full name), understand that my participation in any theatrical production and/or any involvement in any event of Antelope Valley Community Theatre dba Cedar Street Theatre carries with it the potential for certain risks, some of which may not be reasonably foreseeable. I further acknowledge that these risks could cause me, or others around me, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

I am a willing participant in this theatrical production or event organized by Antelope Valley Community Theatre dba Cedar Street Theatre.

By signing this agreement, I agree to release, indemnify, and hold harmless Antelope Valley Community Theatre dba Cedar Street Theatre, as well as all of its employees, officers, directors, agents, representatives, successors, organizers, sponsors, supervisors, volunteers and members from any and all claims, causes of actions, losses, and liability arising from or in any way connected to my participation in this theatrical production or event.

If the participant is under 18 years of age, this release must be signed by a parent or guardian.

Print Name: _____ **Sign:** _____ **Date:** _____
(Parent/Guardian if under 18)

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Phone: _____ Email: _____

IF PARENT/GUARDIAN CANNOT BE REACHED, PLEASE CALL: _____

MEDICAL EMERGENCY INFORMATION

Physician's Name: _____ Physician's Phone: _____

Insurance Provider: _____ Policy Number: _____

Allergies (please be specific): _____

List any health conditions or special concerns: _____
