

Acknowledgement of Receipt

(To be collected and kept by the Producer)

By signing below, I am acknowledging that I have received and read the Old Town Playhouse (OTP) Production Manual and Volunteer Handbook (the "Manual") available from oldtownplayhouse.com/engage/production-manual. I had the opportunity to ask questions regarding the Manual.

I understand OTP's prohibition of unlawful discrimination, harassment, and intimidation. I understand that I am not required to tolerate prohibited discrimination, harassment, and/or intimidation and I understand the reporting procedures if I am subjected to or witness such conduct. I also understand that OTP prohibits retaliation based on a good faith report and/or assisting in a related investigation.

I understand that volunteers who do not adhere to the boundaries, procedures, and/or expectations of the Old Town Playhouse may have their ability to volunteer with OTP limited, restricted, and/or ended, at any time, in OTP's sole discretion. I further understand that OTP reserves the right to take other corrective action as appropriate, in OTP's sole discretion, including but not limited to: canceling a rehearsal; canceling or postponing a production; reassigning roles or duties; and dismissing or replacing members of the cast, crew, and/or production management team.

I have read the production manual and agree to the job description of _____

for the production of _____ (show title)

Volunteer Name (Printed) Volunteer Signature (if 18 years or older) Date

Parent/Legal Guardian Name Parent/Legal Guardian Signature Date
(if volunteer is under 18)

Old Town Playhouse
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