

Policy & Procedure

Updated February, 2021

Note: M indicates policy recorded as board action in the minutes. BL indicates policy recorded in the bylaws.

Board of Directors

- Terms
 - BL4.1-The Board of Directors will consist of 7-9 directors with three staggered and rotating three-year terms.
- Removal or Resignation of Board Members
 - BL5.4-5.5 (M2.10.2015)-Any officer may be removed, either with or without cause, by the board of directors, at any time. Any officer may resign at any time by giving written notice to the board of directors or to the president or secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A new board member is appointed by the board president to fill the position being vacated.
- Requirements
 - M2.9.2016-Volunteer. Board members are required to assist the executive director in volunteering **OR** finding volunteers for five weekends out of the year or fifteen showings/events. Board members can designate how they choose to contribute their assistance at the beginning of each year they serve on the board.
 - BL4.3d-Attendance. Directors are required to attend two-thirds of the board meetings in a calendar year.
 - M11.20.2019-Committees. The following committees will be led by board members: Finance/Budget, Special Events, and Building & Maintenance
 - M5.20.2020-A Policy & Procedure committee was created and tasked with reviewing policies and procedures on a yearly basis in June.
 - The Finance/Budget committee will review the budget annually in October and propose a budget to be approved for the following calendar year in November or December.
 - Membership/Donation. Board members are required to purchase an annual membership or make an annual donation.

Executive Director

- Signature for Payments.
 - BL6.2-Checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the executive director and may be countersigned by the treasurer or president of the corporation.

- Spending Limit
 - M1.16.2018-The executive director can purchase items for general operations up to \$500 without specific board approval.
- Annual Review & Compensation.
 - M3.20.2019-Guidelines. An evaluation form was created based on the executive director's duties and will be used for the annual review.
 - The executive director's annual review will reflect the current calendar year with comments from the board of directors serving during the current calendar year. Goals, opportunities for improvement, desired outcomes, etc. will be identified and reviewed each year
 - Timeline. The executive director's annual review will be completed in November by a committee that is presided over by the President. The board of directors will review it and set compensation in December. The president will go over the review with the executive director and both will sign the document. The theater and the director will each retain a copy. Any changes in compensation will go into effect as of January 1st of the following year.
 - Compensation. The executive director's compensation, bonuses, and increases will be based on the following guidelines:
 - The annual increase should be no less than the Social Security cost of living adjustment for that year.
 - The percentage of increase and bonuses should correspond with and cannot exceed the annual budgeted amount for salary.
 - The percentage of increase and bonus will be evidentially based on two criteria: performance and profitability.

Membership

- Annual Meeting
 - BL3.1-3.5-The board will host an annual member meeting at a regularly scheduled board meeting to be designated by the board with at least one week's notice given to the members. The meeting will be an open forum for the board to hear comments and suggestions from the membership.
- Annual Report
 - The Executive Director will prepare an annual report to be sent to the membership electronically in November as well as posted publicly on the website and social media outlets.

Non-Discrimination

- M8.8.2017-The Gothenburg Community Playhouse, DBA Sun Theatre, will not discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services on the basis of race, religion, gender/gender identity, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

Building Rental

- M4.8.2014-Limitations.
 - No private rentals can be made on holidays. All rentals are scheduled at the discretion of the theater's schedule and upon availability.
- M7.11.2017-Revised Rates.

	<u>MEMBER</u>	<u>NON-MEMBER</u>	<u>NON-PROFIT</u>	<u>FOR PROFIT</u>
RENTAL FEE (Half hour prior to doors open through half hour after the event)				
FIRST HOUR	\$100	\$100	\$ 100	\$100
ADDITIONAL HOUR	\$ 50	\$ 50	\$ 0	\$ 50
CLEANING FEE	\$ 0	\$ 50	\$ 50	\$ 50
DEPOSIT	\$ 0	\$150	\$ 0	\$150

Deposit is due at the time of reservation. 100% of deposit will be refunded if we are given at least 14 days cancellation notice; 50% refunded if at least 7 days notice; no refund if less than 7 days notice. Deposit will be applied to the final balance.

- M7.11.2017-Lessee Responsibilities.
 - The "responsible person" in the Rental Agreement is required to:
 - Pick-up door key(s) from the executive director or designated board member.
 - Be aware of all regulations concerning the proper use and clean up of the facility and equipment, smoking and alcohol policies, and emergency procedures.
 - Return key(s) and completed checklist to executive director or designated board member and be available for a final facility walk-thru.
 - LESSEE AND GUESTS shall arrange for security personnel, if necessary.
 - LESSEE AND GUESTS shall confine their activities to areas assigned to them.
 - LESSEE AND GUESTS will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority and will not do or suffer to be done anything on said premises in violation thereof.
 - LESSEE AND GUESTS will keep said premises, including the personal property therein, during the term, in as good repair and at the expiration thereof yield and deliver up the same in like conditions as when taken, reasonable wear and tear thereof and damage by the elements excepted.
 - ADD "Waiver of Liability and Hold Harmless Agreement" to be signed separated for private party rentals (ie. birthday parties)
 - REQUIRE proof of insurance when hosting production companies or performing groups

Emergency Procedures

- M7.11.2017-Fire, Tornado, Power Outage, Heart Attack or Serious Injury, Bomb Threat
 - FIRE:
 - 1. Call 911; give facility location (**404 10th Street**) and location of fire, and any other information requested.

- 2. If a fire is small, extinguish it with the nearest fire extinguisher.
(Locations of extinguishers)
 - 3. To operate fire extinguisher follow P.A.S.S.: Pull trigger pin Aim nozzle at base of fire Squeeze trigger Sweep from side to side
 - 4. If fire is large or out of control, calmly evacuate the facility. **(Exits at the rear of the theatre as well as an exit on the west side of back stage)**
- TORNADO:
 - Tornado Watch means that conditions are favorable for the formation of a tornado, but none have been sighted in the area - notify occupants of the watch and prepare to take shelter.
 - Tornado Warning means that a tornado has been sighted in the area.
TAKE COVER The following shelter should be taken **in the basement backstage.**
- POWER OUTAGE:
 - 1. Emergency lights will go on. Use available flashlights (**located on the east and west end of the front lobby**).
 - 2. Slowly move occupants toward exits and leave the building. **(Exits at the rear of the theatre as well as an exit on the west side of back stage)**
 - 3. Notify Sun Theatre/Gothenburg Community Playhouse personnel.
- HEART ATTACK OR SERIOUS INJURY:
 - 1. Call 911. Give facility location (**404 10th Street**) and nature of injury or illness and other requested information.
 - 2. Solicit medical help within the building (CPR/first aid trained persons). First aid kit is located in the concession stand.
 - A defibrillator is located one block to the south at the Police Station.
- BOMB THREAT:
 - Call 911 and ask for further instruction.

Pre Show Advertising

- M1.13.2015-A pre show advertising is offered at no charge to the Gothenburg Chamber.
- M1.10.2017-Thirty, 20-second slots, running three times in 30 minutes prior to the movie are available.
- M4.12.2017-Ads will be sold for \$600 for 6 months, but a discount of one free month for \$1100 is offered for a year commitment.
- -Businesses and organizations can receive a 50% discount if they volunteer for one showing a month or one weekend a quarter.

Cleaning Position

- M8.12.2014-Cleaning Position

The cleaning position would require the following:

- 1) Clean & maintain the community theatre building, bathrooms, wood floors, carpeting, furniture, equipment, windows, concession area and all other areas as directed by the executive director and board of directors.
- 2) Display honest, integrity, punctuality and a positive work attitude.
- 3) Be willing to follow directions.
- 4) Work weekday hours (flexible) 1-2 hours per week with additional hours monthly (3-5 hours once a month) for larger scheduled cleaning projects.
- 5) Have the ability to work independently with limited supervision.
- 6) Maintain open communication with theatre management.

The position will be paid at an hourly rate between \$10-\$20 per hour depending on experience. Payment will be paid once a month with the individual being responsible for keeping track of the actual hours worked and reporting this on a monthly basis to the Executive Director. There are no benefits associated or implied with this contract position (holidays, vacation, sick leave, insurance, workman's comp, etc.)

The Sun Theatre will provide any/all of the cleaning materials, supplies, and equipment needed to perform all of the above described cleaning duties.

- M2.17.2021-Cleaning Duties/List

WEEKLY CLEANING

- -Mopping bathrooms & Concession stand
- -Vacuuming all carpet areas
- -Clean front doors, cooler doors
- -Wash counters and wipe out sinks in bathrooms & Concession stand
- -Clean Mirrors in bathrooms
- -Wipe out drinking fountains
- -Stock the toilet paper & paper towels in bathrooms
- -Spot mopping the auditorium weekly

MONTHLY CLEANING

- -Mopping the whole auditorium

SPECIAL EVENTS

- -Clean back stage & bathroom
- -Sweep stage

Scholarship

- M2.9.2016-One \$500 scholarship will be offered each year. If no applications are received or a recipient is not selected, then no scholarship will be given in that year.

Productions

All directors must submit a proposal for any productions to be considered for the Sun Theatre. The budget for productions is \$500. Proposals will be reviewed and considered by the Executive Director for recommendation to the Board of Directors. Proposals will be reviewed in the following areas:

- Fulfillment of the Sun Theatre Mission Statement
- Feasibility from a financial, practical and logistical standpoint.
- Ability to broaden and enhance the theatre's audience base and community image.

PROPOSALS should include the following: Please limit the narrative to no more than two pages, if possible

1. A short synopsis of the production, including character breakdown. Please include a copy of the script. (photo copies are acceptable)
2. A brief statement as to WHY this particular production should be produced by Sun Theatre.
3. A brief statement as to HOW this particular production will be produced at Sun Theatre. Consider special effects, scenery, blocking, etc that will be effected by the theatre's design, and how this will be an enhancement to the production, or how obstacles will be surmounted.
4. A brief statement as to WHAT the marketing and sponsorship plan could be used for this particular production at the Sun Theatre. Consider special groups or communities that will be attracted to the production. Consider community organizations that may benefit from this production. Consider special projects or "tag items" that may be included with the production if a substantial budget is needed above the theatre's baseline production budgets.
5. Complete the attached forms to the BEST of your ability.
6. Please include when you would like this production to run, or any conflicts for performance dates. If there are local events or holidays that would coincide with the production, please note.

The Sun Theatre understands that no one is able to lock in a production team far in advance of a production, but suggests that the PRODUCTION CREW FORM be used as a working tool, to begin to consider the roles necessary to mount a successful production.

The Sun Theatre also understands that budgeting a show far in advance is difficult. The PRODUCTION BUDGET FORM should be used to begin to formulate an idea of potential expenses and to determine if particular expenses are excessive, to seek other options. This form can also be used to develop sponsorship needs and to budget available financial resources. This form CANNOT be left blank.

General Operations

- Admission.

- M4.12.2017-Children under the age of 12 are \$3 and children under the age of 2 are free.
- Popcorn.
 - M4.12.2017-Popcorn left over after the Sunday matinee is not to be held over for the Sunday evening show because it becomes stale.
- Candy.
 - M8.21.2019-The candy prices are \$1.50 for regular size and \$2.50 for theater size.
- Discipline.
 - If disruptive behaviors occur, one warning can be given prior to asking the patron to leave if the disruptive behavior continues. The executive director, board members and volunteers on duty all have the authority to correct disruptive behaviors in order to provide the best experience for all patrons.

Historian

- M9.19.2018-The ownership of scrapbooks and memorabilia is retained by the theatre. They can be “loaned” to a historian to be updated or added to, but all removal of items from the theatre must be approved by the board prior to removal.

Communication Policy

- Grievances & Complaints.
 - All receipts of grievances and complaints shall be forwarded by board members to the executive director for review and action. If necessary, the executive director will present the grievance/complaint to the collective Board to examine the information and make a determination as to whether further action. A link is available on the website for patrons to submit grievances, complaints or suggestions.
- Branding & Messaging
 - M10.16.2019-
 - Vision: To utilize the Sun Theatre in innovative and diverse ways (cinema, arts, entertainment, education, civic, social, etc.) weekly and monthly through partnership to benefit Central Nebraska.
 - Tagline: Arts & Entertainment for all.
 - Position Statement: For the next generation.
 - Values: gathering place, affordable, accessible, diverse opportunities, appreciation of arts & cinema.
- Social Media
 - The use of social media, broadly understood to include electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner, should be used to fulfill the mission statement through promotion, collaboration, and information.
 - Posting will be assigned to the Executive Director. Social media posts are visible to all. Nothing should be posted that couldn't be read in the

headlines the following day. Board members are expected to share and comment on posts in a manner that promotes and positively reflects on the theater and the board as a whole.

- The Executive Director and Board Members must keep social media posts concerning the theater separate from personal opinions, agendas and politics.
 - Although not an exclusive list, some specific examples of prohibited social media content include content or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
 - The Executive Director and Board Members not to argue with public posters. If the poster has something wrong or misunderstands a post, gentle correction can be given. If a situation becomes antagonistic, the Executive Director becomes the sole spokesperson to respond with a positive, professional voice.
 - The Executive Director and Board reserves the right to remove posts and, if necessary, block posters if they continue to attack the association or other posters.
- Communication Plan
 - M4.15.2020-
 - In case of an emergency, call 911, then call the Executive Director.
 - For general operation questions, call the Executive Director. If unavailable, then begin calling board members.
 - For projection or sound issues, call Devin Brundage, 308-529-1621, then call the Executive Director. If unavailable, call trained volunteers after that.
 - Update & Review
 - The communication policies will be updated and reviewed on an annual basis by the Policy & Procedure Committee.
 - Norms of Communication between Board and Director
 - The Executive Director shall communicate with the collective Board in the following ways:
 - Monthly Director's Report presented at the Board meeting
 - Weekly or Bi-weekly emails when called for by circumstances
 - Texts only Monday-Friday from 8 a.m.-5 p.m. to direct attention to important information or an email.
 - Texts Saturday-Sunday only in an emergency or extenuating circumstance.
 - The Board of Directors will communicate with the Executive Director in the following ways:
 - Collectively at Board meetings
 - The President is to act as the sole spokesperson to communicate on behalf of the collective Board concerning the Executive Director's annual

review, compensation, disciplinary action, and other employer/employee related communication.

- Participation on committees or while volunteering for events
 - Individual emails, texts, and calls reflect the opinions & ideas of the individual board member and not the Board of Directors as a whole.
- Organization Information Accessibility
 - All information concerning the organization can be found in the following locations:
 - Safe in the projection room (combination: 67217)
 - File cabinets in the projection room
 - Computer in the projection room (password: shithead)
 - Executive Director's laptop (password: ataleoftwaterminators)
 - Google Drive (password: myfairrobocop!)
 - All usernames & passwords are listed in a document titled "Account Information" in the folder "Operation Manual."
 - Spokesperson
 - The Executive Director will act as the spokesperson for the organization in all media and public forums. In the event that he/she is not available or able to speak on behalf of the organization, the President will serve as the spokesperson. All communication, especially in an emergency or crisis situation, should be directed to the spokesperson. Individual Board Members should refrain from making public comments that do not reflect the collective decisions/actions of the organization.

Advertising Sales Policy

- M10.21.2020-The Sun Theatre and Gothenburg Community Playhouse may partner with various businesses, entities and individuals for the purpose of selling advertising and sponsorship under the following criteria and with approval of the Board of Directors and Management.

The advertising sold by the theatre to a business, entity, or individual must be for the promotion of one or more of the following categories:

- Cinema showings
- Theatrical performances
- Live Entertainment
- Community-Minded events
- Special Approval by the Board of Directors

Sales of advertising will not discriminate on the basis of race, religion, gender/gender identity, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation. However, all sale of advertising must be in agreement with the mission of the theater as follows: **The Gothenburg Community Playhouse/Sun**

Theatre's mission is to play a vital role in promoting an appreciation of fine arts and cinema in Central Nebraska, to provide diverse opportunities accessible to all, improve quality of life for Gothenburg and neighboring communities as a partner to local businesses and organizations, advocate education and voluntarism, and establish and sustain a safe and inviting gathering place for citizens of all ages to celebrate a shared quality and affordable theatre experience.

The Sun Theatre and Gothenburg Community Playhouse reserves the right to partner with businesses, entities and individuals at their discretion and, therefore, also reserves the right to decline partnering with businesses, entities and individuals at their discretion.

Fundraising Event Criteria

- M2.2018The Sun Theatre and Gothenburg Community Playhouse may partner with various entities and individuals for the purpose of fundraising under the following criteria and with approval of the Board of Directors and Management.
- Event-The event offered by the theatre must meet one or more of the following criteria:
 - Cinema
 - Theatre
 - Live Entertainment
 - Community-Minded
 - Special Approval by the Board of Directors
- Purpose for Funds-The purpose of the funds raised must meet one or more of the following criteria:
 - Support in a catastrophic event (loss, illness, etc.)
 - Support of fine arts & entertainment (clubs, organizations, individual sponsorship, etc.)
 - Support of community-minded benefit (awareness, research, etc.)
 - Support deemed appropriate by the Board of Directors

The Sun Theatre and Gothenburg Community Playhouse reserves the right to partner with entities and individuals at their discretion and, therefore, also reserves the right to decline partnering with entities and individuals at their discretion.