

The Laymen Playmen, Inc.  
PO Box 485  
Hatfield, PA 19440  
215 368 9484  
[www.laymenplaymen.org](http://www.laymenplaymen.org)  
501.3c

## **CODE OF ETHICS**

The Board of The Laymen Playmen, Inc. has adopted a CODE OF ETHICS that includes a number of policies. Please read the following and sign off on the appropriate form.

### **MISSION STATEMENT:**

The Laymen Playmen, Inc. is a multidenominational Christian Community Theater Group. Its purpose is to provide both adult and youth development emphasizing education in all facets of theater including: music, dance, speech, and technical theater. The culmination of seven months of interactive participation is a polished theatrical production presented to the public. The proceeds are used to help serve the needs of the less fortunate in the Hatfield Community.

### **ALCOHOL/ILLEGAL SUBSTANCES POLICY:**

The Laymen Playmen, Inc. is a Christian Community Theater Group dedicated to Community Service. As we enjoy the fellowship of our group during our rehearsals and performances, we must remind all of our members that the use of alcohol by minors is against the law. Alcohol will never be served to minors at any rehearsal, performance, or sanctioned cast party or get together. Any underage members of the cast and or crews who participate in the consumption of alcohol under the guise of a function condoned by members or the Board of The Laymen Playmen, Inc. will be asked to withdraw from participation in our production. It is the position of the Board that any knowledge of such behavior without punitive action would be a serious miscarriage of responsibility. Such activities, should they occur, are not group sponsored, nor will participation in any such activity be considered acceptable behavior by our members. The legal and moral ramifications are self-explanatory.

The use of illegal substances by any participant in the show or production staff will not be tolerated and will result in dismissal from the show and all production activity.

### **CAST SECURITY POLICY:**

- Everyone MUST sign in and sign out
- Parents MUST drop off and pick up children (12 and under) inside the building
- NO ONE may wait alone in parking lots for a ride

- Everyone MUST travel in groups of two or more when leaving the building (for ANY reason)
- A Security Monitor will be assigned at all rehearsals  
 Security Monitor responsibilities are as follows:
  - \*Ensure everyone follows the Security Policy
  - \* Maintain Check In/Out Book

**THREE STRIKES POLICY:**

If you are cast in a production, you will be expected to attend ALL of your scheduled rehearsals, both music and blocking. THREE unexcused rehearsals could result in exclusion from the production. Attendance is a requisite.

**BULLYING:**

Bullying and/or any kind of physical and verbal abuse will not be tolerated. The Laymen Playmen reserve the right to exclude anyone involved in the production who has verbally or physically abused another individual either during a rehearsal or during the run of the show.

**PROPS DISPOSITION POLICY:**

The Props Chairperson and director will determine the items to be used and where they are to be preset for each show. Props will be preset by the PERSON DESIGNATED TO HANDLE THEM. Once set, they are NOT to be touched, moved or handled by any other cast or crew member. No additional props other than those needed should be in the House.

**COSTUME POLICY:**

The Laymen Playmen, Inc. will not lend costumes to individuals. In some cases we will take under consideration a costume exchange with other theaters groups, but this will be on a “case to case” basis. Borrowed costumes MUST be returned cleaned and in the same condition as when it was obtained.

**BACK OF HOUSE AND ADJOINING SPACES:**

Spaces not being used for rehearsal are CLOSED. We are visitors and will respect the spaces we are visiting.

**CODE OF ETHICS ACKNOWLEDGEMENT**

I, the undersigned, have read the CODE OF ETHICS and policies as presented by The Laymen Playmen, Inc and agree to uphold the principles contained in this CODE. In signing for my child/children, I agree to discuss these rules with them and ensure that they understand.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_