

<b>Pentacle Theatre Policy</b>	<b>SUBJECT: Drug and Alcohol Policy</b>
<b>Approved by:</b> 2015 Governing Board Karen McCarty, President	<b>Effective Date:</b> June 22, 2015

**Purpose:** It is Pentacle Theatre’s responsibility to ensure that rehearsals, performances, theater-sponsored events and business activities are conducted in an environment that is free of disruptive behavior and does not compromise the quality of the theater’s productions and standing in the community. This policy ensures a safe environment and protects Pentacle Theatre from liability.

This policy outlines Pentacle Theatre’s standards regarding the use of intoxicants, including illegal drugs, alcohol or inappropriate use of prescription drugs while participating in Pentacle productions and other theater activities.

**Definition:** “Under the influence of intoxicants” means that an individual exhibits behavior (i.e. slurred speech, difficulty walking, etc.) and has a physical appearance (i.e. odor, red eyes, etc.) that would lead a reasonable person to believe the individual has ingested intoxicants, drugs or alcohol that impair performance.

**Policy:** This policy applies to all paid staff and volunteers while involved in rehearsals and performances.

Staff and volunteers shall comply with the Oregon Liquor Control Commission requirements.

No illegal substances shall be brought into, or consumed at, the theater or its property, the Pentacle business office, or during any theater-sponsored events.

Paid staff, actors, production crew and all other volunteers are expected to remain free from the influence of intoxicants as defined above during rehearsals, performances and while conducting any Pentacle related business activities.

Moderate social drinking on the premises, when an employee or volunteer is not working, but attending as a guest is permitted. Employees and volunteers should always be mindful that the public associates them with Pentacle Theatre.

Cast and crew will not be served alcohol from the bar before or during the intermission of any performance.

Incidents involving individuals who are under the influence of intoxicants shall be handled on a case-by-case basis by the director, staff or the Board, depending upon the circumstances involved. A violation of this policy may result in dismissal from employment or participation in a production or other volunteer activities.

If an incident occurs, directors and /or staff shall notify the Board in a timely manner.

**Policy implementation:** This policy shall be included in all Director’s Packets and discussed at the Director’s Orientation and Employee Manual

The policy shall be prominently posted at the theater in the Green Room.