

## **ADDENDUM**

### **Code of Conduct – Eisemann Center Clients & Facility User Groups**

The City of Richardson by and through the Charles W. Eisemann Center for Performing Arts and Corporate Presentations (“Eisemann Center”) is dedicated to providing outstanding programs for the community of Richardson and North Texas. To achieve this goal, we place value on offering outstanding facilities, professional staff, and exciting program experiences with an emphasis on safety, excellence and a culture of mutual respect, kindness, and performance success.

The Eisemann Center collaborates with diverse clients who utilize its facilities for a range of purposes, such as hosting performing arts events, corporate presentations, meetings, conferences, educational opportunities, celebrations, and community gatherings. As part of the Facility Use Program, each client, their participants, and team members are expected to adhere to a Code of Conduct while engaging in events and activities at the Eisemann Center. Additionally, every member of the Eisemann Center staff, contracted personnel, and volunteer team is also required to uphold a parallel commitment to the Code of Conduct while working at the facility.

The rules and regulations outlined in this Addendum are meant to promote and support the Eisemann Center’s policies and procedures, not supersede them. The intention is to create a system of success based on the event and site-specific procedures.

**Please initial beside each item below to indicate understanding and acceptance.**

**As an Eisemann Center Facility Use Client and/or on behalf, and at the behest, of the Facility Use Client whose roles include, but are not limited to, Artist, Designer, Creative Team Member, Staff Member, Vendor, Volunteer, Chaperone, Agent, Other Designee (collectively, "Client"):**

- Understand that adherence to the Client Checklist of Responsibilities, and associated timeline, provided to each client at the beginning of the Facility Use Agreement process is an integral part of this Code of Conduct Addendum as it is crucial to the success of each event taking place at the Eisemann Center.
- Exercise honesty in all matters. For the purposes of this Addendum, honesty is defined as being truthful and sincere, and free of deceit and fraud, including lying, cheating and/or stealing.
- Be fair and courteous with others and show sensitivity to culture, ethnicity, disability, and personal dignity.
  - If an issue needs to be discussed with a patron, an Eisemann Center staff member, or a member of the client’s group, it is agreed that such discussion shall happen discreetly and in a separate location from others, including members of the client’s group, patrons, other staff or volunteers, other client groups, etc.
- Communicate in an appropriate manner, which means refraining from the use of foul language, foul gestures, harsh words, or a harsh tone of voice.
  - Direction(s) and response(s) to questions to and from participants, patrons, volunteers, staff, and colleagues are expected to be delivered with kindness, respect, and fairness.
- Show respect to all Eisemann Center staff, contracted labor force and volunteers, and cooperate fully with their instructions.
- Conduct oneself responsibly while at the Eisemann Center and be fully responsible for one’s actions and understand that irresponsible behavior may result in an individual’s immediate dismissal from the facility and associated event, and/or termination of Client’s Facility Use Agreement.
  - It is explicitly understood that horseplay, chasing, unwelcome teasing, bullying or other unkind behaviors are not allowed.

- Understand that any unnecessary physical contact, and/or deliberately causing bodily harm to other participants, staff, or volunteers is not acceptable and will not be tolerated and law enforcement may be notified regarding reported actions of this nature.
  - It is further understood and agreed that a violation of this policy may be grounds for an individual's immediate dismissal from the facility and associated event, and/or immediate termination of the Client's Facility Use Agreement for cause by the City of Richardson, Texas, without the need of the notice and cure period stated in the Agreement.
- Not participate in sexual harassment or in conduct that creates a hostile environment. Law enforcement will be notified regarding reported actions of this nature.
  - It is further understood and agreed that a violation of this policy may be grounds for an individual's immediate dismissal from the facility and associated event, and/or immediate termination of the Client's Facility Use Agreement for cause by the City of Richardson, Texas, without the need of the notice and cure period stated in the Agreement.
- Immediately notify an Eisemann Center staff member if one feels that they are in an unsafe or uncomfortable situation, or if one observes another person in an unsafe situation.
- Understand and agree that drugs and/or illegal alcohol use are not tolerated during the course of planning, installing, executing, or de-installing the event. Law enforcement will be notified regarding reported actions of this nature.
  - Further, understand and agree that responsible consumption of alcoholic beverages by persons of appropriate age in a wholly separate area from any individual who is underage or otherwise prohibited from alcohol use (e.g., Eisemann Center staff, contractors, volunteers, Client team members responsible for the oversight of minors and/or serving as crew members backstage in any capacity, etc.), is only allowed when the product is sourced through the Eisemann Center's exclusive liquor provider, and no backstage alcohol consumption, sale or distribution is permitted prior to public performances or events.
    - *In this Code of Conduct Addendum, the term "backstage" shall be inclusive of the following areas: all dressing rooms and green rooms, Performers Assembly Room, Catering Kitchen and associated storage areas, stage door entrances and exits, loading docks, freight elevator, all tech storage areas, all stairwells in the facility, all elevators within the facility, all offices on levels B, SF, and G and associated storage areas, all technical booths (lighting, sound, media/video and spot op booths, etc.) and mixing (audio, monitor world, etc.) locations throughout the facility, wing space and upstage crossover space in all venues, catwalks in all venues, and technical offices.*
  - Illicit and/or illegal substances are strictly not permitted to be possessed, distributed or under the influence of at any time, by any member of the Client's team while on site at the Eisemann Center. Law enforcement will be notified regarding reported actions of this nature.
  - It is further understood and agreed that a violation of this policy may be grounds for an individual's immediate dismissal from the facility and associated event, and/or immediate termination of the Client's Facility Use Agreement for cause by the City of Richardson, Texas, without the need of the notice and cure period stated in the Agreement.
- Use Eisemann Center equipment, supplies, and facilities appropriately (e.g., use in accordance with the item's design and intended use), properly (e.g., in accordance with the procedures in place to utilize said item), and safely (e.g., in accordance with the manufacturer's safety guidelines as well as Eisemann Center safe-use policies and procedures).
- Not take or borrow Eisemann Center supplies or equipment off-premises for any reason or loan to someone else.
- Respect the property of others at all times while in or near the facility.
- Utilize and surpass Event Safety Alliance and the Occupational Safety and Health Administration's ("OSHA") alliance with the United States Institute for Technical Theater ("USITT")

and the International Association of Theatrical Stage Employees (“IATSE”) standards for performing arts safety and effective risk mitigation and risk management. Standards and guidelines can be found at the following links:

- <https://www.eventsafetyalliance.org/esa-reopening-guide>
- <https://www.osha.gov/alliances/usitt-iatse/usitt-iatse>
- Understand and agree that for the Hill Performance Hall and Bank of America Theater, the baseline technical staffing per venue for safety and customer service are: one (1) Audio Board Operator, one (1) Light Board Operator, one (1) Deck/Fly person as crew chief; additionally, one (1) House Technical Specialist staff member shall be present at all times that the client is in the building.
  - Not less than two (2) of the technical staff members indicated above must be present in the venue and on the clock, (e.g., not on meal break or other break) in order for Client to be permitted on stage or backstage for any reason.
  - Technical Department management shall have the sole authority to assess crew minimums for work-light rehearsals and client tech time that does not involve audio, lights, soft goods or video usage.
- Maintain strict and constant oversight of event participants, performers, creative staff, and other Client designees, backstage, in dressing room areas and in performance areas, in consultation with Eisemann Center staff, noting that:
  - All event-associated activities, including but not limited to work calls for venue prep and/or restoration, crew calls, load-ins, load-outs, and rehearsals, are considered part of the Client’s financial, safety, and event responsibility.
  - Clients shall have access to, and may only utilize, rooms and areas that are specifically designated for their use in their contract and shall consult Eisemann Center staff with any questions or clarifications on this matter prior to entering an area that is vacant and/or not assigned.
  - Eisemann Center staff, crew and volunteers are assigned tasks based on the event’s needs and the call they are scheduled/paid for, at any particular day/time. Example: A crew member may be assigned as a spotlight operator one day, and then as a deck/flyman the next day. These assignments and associated work duties are determined solely by Eisemann Center staff, and Clients shall not interfere with the work being performed or attempt to re-assign crew members without consulting Eisemann Center staff.
  - Crew members are never asked or pressured to do any work they are not comfortable with and/or is above their skill level.
  - During crew calls, Eisemann Center’s staff and contractor’s professional-level training is put into practice under closely supervised conditions:
    - Seasoned professionals and staff work in small, supervised groups.
    - Crew calls prioritize process over product, emphasizing the importance of following specific procedures in a particular order. This approach considers the potential dangers associated with the scope of work. Adhering to correct procedures ensures the safety and optimal performance of tools and systems allowing for a safer, more focused, and more productive work environment.
- Understand and acknowledge that the Eisemann Center safety and security protocols are reviewed and discussed often with local law enforcement agencies and professionals and adjustments are made as necessary, and associated expenses with such changes remain the responsibility of the Client.
  - The Eisemann Center staff continually trains in safety and security related areas and may engage contracted Clients and/or Artists in related training as well.
- Understand and agree that safety extends into emergency situations involving participants, performers, backstage helpers, chaperones, Client’s staff and designees, Eisemann Center staff and patrons.
- Understand that Evacuation Drills are mandatory and may be run for any given event that takes place at the Eisemann Center, with or without notice, to ensure the safety and security of all.

- **The Charles W. Eisemann Center for Performing Arts and Corporate Presentations is a City of Richardson, Texas facility and department. As such, Eisemann Center staff are City employees subject to city rules and regulations in addition to the Eisemann Center Work Rules and Regulations that address interactions between youth and staff/program administrators that work with the youth/students.**
  - **It is understood and agreed that, as such, rules regarding events, activities and/or programs involving youth ages 18 and younger may be more strict and more robust than those rules that guide programs involving only adult aged participants.**
  - **These rules are designed to provide a safe and secure environment for all participants in Eisemann Center events and programs.**
  - **Client agrees and understands that adherence to these rules as directed by Eisemann Center staff and management is mandatory and cannot be negotiated or altered on a case-by-case basis.**
  - **It is further understood and agreed that a failure to adhere to rules regarding interactions and protocols with minors may be grounds for an individual's immediate dismissal from the facility and associated event, and/or immediate termination of the Client's Facility Use Agreement for cause by the City of Richardson, Texas, without the need of the notice and cure period stated in the Agreement.**

I have read and accept the Terms and Conditions of this Code of Conduct Addendum.

Print Name: \_\_\_\_\_

Print Organization Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_