



## **2022 Seasonal Handbook**

**INDEX**

Welcome ..... p. 3

About HTC ..... p. 3

Policies ..... p. 5

Dress Codes & Safety ..... p. 10

Employment ..... p. 11

Housing ..... p. 13

Transportation ..... p. 13

Helpful Details ..... p. 14

## WELCOME

It is our privilege to welcome you to the Hangar Theatre! This Handbook was developed to describe some of the expectations we have for all of our company members and what you can expect from us. Whether you're here for a week or longer, we hope you feel at home and that your experience here will be enjoyable and rewarding.

## ABOUT HTC

**MISSION STATEMENT:** The Hangar Theatre creates and presents performances of exceptional quality in New York's Finger Lakes region while training the next generation of theatre artists. We inspire our community with work and classes that enrich, entertain, and enlighten. We believe in the power of theatre to transform lives.

**VISION STATEMENT:** The Hangar Theatre is an artistic home that nurtures a lifelong love of the performing arts.

### CORE VALUES:

- Gratitude
- Generosity
- Equality
- Inclusion
- Diversity
- Quality
- Integrity

**ABOUT THE HANGAR THEATRE:** On July 11, 1975, the Hangar Theatre opened with *Man of La Mancha*, thanks to more than a decade's effort by impassioned citizens in Ithaca, NY. Today, the Hangar Theatre has achieved national prominence as a regional theatre producing exceptional plays and serving as a learning environment for rising theatre professionals.

Visionary leadership, community support, and challenges posed by the facility's unusual structure all weave together in the Hangar's history. The original conversion of a municipal airport hangar was made possible by a grant from Nelson Rockefeller and the combined efforts of the Ithaca Repertory Theatre (renamed the Hangar Theatre Company in 1978), Cornell University, Ithaca College, and the City of Ithaca. In 2010, the Hangar for All Seasons capital campaign met its \$4.6 million goal for a complete building renovation, creating a year-round home for the Hangar Theatre Company as well as a venue for other national artists and local organizations. The Hangar hosts

events from folk concerts to opera galas for audiences of all ages.

Arts education and training have always been central to the Hangar’s mission. In addition to its summer Mainstage and KIDDSTUFF productions and annual winter show, *Charles Dickens’ A Christmas Carol*, the Hangar is home to the Lab Company, a nationally recognized incubator for rising actors, directors, and playwrights as well as an extensive apprenticeship and intern program in our Production Department. The Hangar’s Next Generation School of Theatre offers classes for students in grades 3-12, and Project 4 sends teaching artists into area classrooms.

The Hangar exists today because of hundreds of individuals passionate about the arts. In addition to skilled theatrical professionals, they include committed volunteers, teachers, and mentors; community businesses and professionals; and elected officials and foundations. It is a “cast list” far too long to record in full, but all have made the Hangar Theatre an essential part of the quality of life in our region.

*"The Hangar belongs to Ithaca. It is one of those rare theatre companies that was started not by an artist, but by the community." (Mark Ramont, Hangar artistic director for 1997-2000)*

**Staff & Leadership:** Our staff includes many seasonal personnel as well as a core year-round staff. The seasonal company includes production staff, designers, actors, and educators from around the country. The Hangar Theatre is governed by a Board of Trustees.

<b>Adam Zonder</b>	<b>Production Manager</b>	adam@hangartheatre.org
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## POLICIES

*See Company Management Welcome Packet for details on complimentary ticket policies, COVID-19 protocols/policies, and other helpful information while in residence.*

- No guests are allowed backstage.
- There is no eating, drinking (except water), or smoking in or around any costume.
- There is no eating or drinking over the light or sound board.
- Archival photos are taken during the dress rehearsals of most productions. Mainstage musicals have a scheduled archive photo call. Any employee may take photos of their work during these times provided no flash is used and the employee does not interfere with the archival photographer.

### **ACCESSIBILITY:**

The Hangar Theatre is committed to an inclusive and welcoming environment for all. We strive to offer all staff an enjoyable work environment where curiosity and learning can take place in safe and accommodating surroundings. We will do our best to make reasonable accommodations for employees so long as staff can continue to carry out expectations and responsibilities of their roles. Please speak to your immediate supervisor as soon as possible if you are experiencing barriers to access so that we may address your needs. The Hangar aims to make its spaces, performances, and programs accessible to the broader community (including but not limited to low and no cost ticketing, physical adjustments to audience areas, and an welcoming environment that encourages inclusion). We appreciate your participation in fostering a culture of access and inclusion during your employment at the Hangar Theatre. More information about Hangar's Accommodation & Accessibility Policy for audience can be found on our website (<https://hangartheatre.org/visit-us/accommodations-and-accessibility/>).

### **ATTENDANCE:**

Consistent attendance and punctuality are imperative the Hangar's operations in all departments of the theatre company and form an integral part of employees' responsibilities. If unable to report for work, employees are required to promptly notify their supervisor(s). Unauthorized absences may result in disciplinary measures, or in cases of more than three days of accumulated unexcused absences, disciplinary action up to and including termination.

### **COVID-19 VACCINATION & SAFETY MEASURES:**

The Hangar is a fully vaccinated company, meaning that all company members must be fully vaccinated against COVID-19 and provide proof of vaccination before employment begins. "Fully vaccinated" is determined by CDC guidelines, and currently means that a second dose of the COVID-19 vaccine was received at least 2-weeks prior to the start of employment. Depending on your department, you may be required to get tested for COVID-19 throughout your employment at the Hangar. You will not be charged for testing, nor will you be penalized if you become sick with COVID-19. If you have a confirmed case of COVID-19, notify your supervisor immediately and self-isolate for 5 days. Monitor symptoms before returning to work. You will be paid your regular salary during that time. For more information about Hangar Theatre's COVID-19 Policy, speak to your immediate supervisor.

### **EQUITY, DIVERSITY, INCLUSION, & ACCESS:**

The Hangar Theatre Company believes we must examine our participation in upholding the structure of white supremacy, which throughout history has centered and prioritized the lives and stories of white and white passing individuals and other dominant groups. We acknowledge the pain our complicity has caused, and continue to dedicate time and thought to learning about the history and pervasiveness of systemic racism, other forms of oppression and exclusionary practices in our industry.

We acknowledge that racism and other forms of discrimination (for example: gender, sexual orientation, ethnic, ability, socioeconomic, among others) must continually be identified and addressed throughout our institution. To create a culture of inclusion which holds all people equal, we rely on your participation. You may be asked to complete unconscious bias training during your employment at the Hangar Theatre. Please report incidents of discrimination to your immediate supervisor or use the [Incident Reporting Form](#). We also welcome your suggestions on how to make the Hangar more inclusive, accessible, and equitable. You may contact Managing Director R.J. Lavine with input and feedback: [rj@hangartheatre.org](mailto:rj@hangartheatre.org)

For more information about **The Hangar Theatre's Commitment to Anti-Racist/Anti-Oppressive Practices and current action steps** visit our website (<https://hangartheatre.org/about/edia/>).

### **DRUG AND ALCOHOL-FREE WORKPLACE:**

The Hangar Theatre prohibits working while under the influence of drugs or alcohol. Offenses will be handled accordingly and could result in permanent dismissal.

**Controlled Substances:** The Hangar Theatre prohibits the unlawful manufacture, dispensation, possession, use or distribution of all controlled substances in any amount on all Hangar property and facilities (including housing and rehearsal space) or in the conduct of Hangar business away from the Theatre. All of the above, plus any involvement in illegal drug use or drug traffic with minors, are considered serious offenses and will be handled accordingly and will result in permanent dismissal from the Theatre.

**Alcohol & Recreational Drugs:** Consumption of alcoholic beverages and recreational drug use on Hangar Theatre property is prohibited with the exception of Hangar events (Gala, Opening Nights, etc.) where alcohol is served and legal recreational drugs may be used. In these cases, employees are expected to limit their consumption to ensure they serve as professional representatives of the theatre to the public. The Managing and/or Artistic Director may make an exception for special occasions such as the Gala or opening/closing night parties. New York State law prohibits the consumption of alcohol by anyone under the age of twenty-one. Underage drinking will be considered a serious offense and will be handled accordingly and could result in permanent separation from the Theatre. Both the underage drinker and the responsible adult providing the alcohol will face disciplinary action.

### **Sexual Harassment:**

The Hangar Theatre Company is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Hangar has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Hangar's commitment to a discrimination-free work environment. Sexual harassment is against the law. All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Hangar, or with a government agency or in court under federal, state or local antidiscrimination laws.

The Hangar Theatre Policy applies to all employees, board members, applicants for employment, interns, whether paid or unpaid, volunteers, audience members, contractors and persons conducting business with the Hangar.

1. All employees are encouraged to report any harassment or behaviors that violate this policy. The Hangar will provide all employees a complaint form for employees to report harassment and file complaints. Complaints may be filed electronically or with a paper form. Online form available at [www.hangartheatre.org/hr](http://www.hangartheatre.org/hr) Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to the Managing Director, General Manager, and/or designated member(s) of the HR Task Force.
2. The Hangar will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

3. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring.

For Hangar Theatre's Full Anti-Harassment Policy, visit [www.hangartheatre.org/hr](http://www.hangartheatre.org/hr)

**Sexual Conduct:** The Hangar Theatre Company and New York State law prohibit sexual contact of any kind with anyone under the age of seventeen. Sexual contact with a minor is a serious offense and will result in termination from the theatre. Hangar staff will refrain from sexual or romantic relationships with any program participants. Any romantic relationships between and among staff members that are hierarchical in nature (for example: supervisors and supervisees) must be disclosed to HR.

**Discrimination:**

The Hangar Theatre Company does not discriminate with regard to race, age, sex, national origin, color, religion, marital status, sexual orientation, or disability. Acts of discrimination by employees, program participants, interns, fellows, or apprentices of the Hangar Theatre will not be tolerated and will be cause for disciplinary action and could result in termination from the theatre.

**Smoking:**

Smoking and vaping are prohibited in all areas of the theatre, rehearsal spaces, and offices, including shops and under any tents/canopies attached to the buildings. There are 2 designated smoking areas outside the theatre, each at least 25 feet from the building: 1) southwest corner picnic table along Rte 89 and 2) northeast picnic table adjacent to the dog park

**Security:**

All employees and program participants are responsible for locking office doors, turning off lights and office equipment in their areas before leaving the office or Theatre.

Keys to the Theatre's office and the Theatre will be distributed at the discretion of the Managing Director. You may be asked to sign a key log or provide a deposit for each key. Under no circumstances may keys be loaned or duplicated.

**Safeguarding Property:** Employees and program participants are expected to exercise great care and assume responsibility for Hangar Theatre property, including the grounds, buildings, equipment and materials. Employees may not use theatre property for personal reasons.

**Personal Property:** The Hangar Theatre is not responsible for, and cannot reimburse employees or program participants for lost, damaged, or stolen personal property.

**Confidential Information:** The Hangar Theatre keeps personal information about employees confidential. Employees may, at times, have access to sensitive information regarding donors, subscribers, artists, finances, and programs. It is the responsibility of



each employee to keep such information confidential. Failure to do so will be grounds for disciplinary actions that may include dismissal if so warranted.

**Company Vehicle Use:** Drivers of vehicles rented or owned by the Hangar Theatre will be asked to show a valid driver's license, complete a Motor Vehicle Record Authorization form, and be approved by the Theatre's insurance company prior to operating a company vehicle. Use of these vehicles is strictly for business purposes. Traffic tickets for parking or moving violations are strictly the responsibility of the driver. The driver and passengers must wear seat belts at all times in these vehicles. Drivers are responsible for taking reasonable care of these vehicles.

**Code of Ethics: Hangar Theatre expects all** employees, board, volunteers, and program participants, when acting on behalf of the institution, to maintain the highest standard of ethical conduct. :

- a. Abuse of Power: strive to create and maintain an environment free of the abuse of power at to the Hangar Theatre in which oppression of this kind is not tolerated;
- b. Communication: Judgements, opinions, and other information (both positive and negative) will be communicated fairly and objectively with the highest level of respect to the receiver.
- c. Computer Use: Electronic communications, computers and devices will be used in a responsible manner.
- d. Confidentiality: Confidential information acquired during employment or involvement with the Hangar will be use only for professional and legal purposes and disclosed only when authorized.
- e. Conflict of Interest: Advise appropriate parties of any potential conflicts and avoid activity that hinders ability to carry out responsibilities for the Hangar ethically and lawfully.
- f. Finances: Conduct, process, and report all financial transactions with integrity and transparency.
- g. Gifts: Do not solicit or accept for personal benefit, either directly or indirectly, any gift, loan, or any item of substantial monetary value from any person or firm which has sought, or is seeking, contractual, business, or financial relations with the Hangar Theatre. Meals, accommodations, and travel services provided while employees are on Hangar Theatre business may be accepted if clearly in support of the Theatre.
- h. Culture of Equity & Inclusion: At all times shall strive to be fair and objective in all decisions made on behalf of the Hangar Theatre, particularly concerning those decisions about applicants for jobs, contracts, or purchase.;
- i. Stewardship: Do not make unauthorized use of the Hangar's resources for private purposes or gain.

**Violation of this code of ethics will be grounds for disciplinary actions that may include dismissal if so warranted.**

**Fire Safety and Medical Emergencies:** The Theatre has established procedures for fire safety and medical emergency situations for appropriate staff and volunteers. Staff is required to be familiar with these procedures and prepared to act in the event of an emergency.

The policies included in this manual apply to all employees. The benefits available to specific classes of employees are outlined in the benefits section of this manual.

These policies and procedures do not guarantee employment for any specified length of time. Rather, employment is at the mutual consent of the employee and the Hangar Theatre and can be terminated at will by the employee or the Hangar Theatre. None of the provisions set forth in this manual are intended to take the place of, or to supersede any agreements reached through collective bargaining. Additionally, the policies and benefits contained in the handbook are reviewed periodically and may be changed at any time.

This Handbook does not constitute a contract or guarantee of employment or benefits. Consequently, it does not alter, amend, or change in any way your status as an “at-will” employee. As an at-will employee you are free to resign at any time, with or without notice. The Hangar Theatre has the same rights and can terminate your employment at any time for any reason.

## **DRESS CODES & SAFETY**

### **PRODUCTION/SHOP:**

- Closed toe shoes must be worn at all times while working, including rehearsal – no exceptions EVER!
- Safety glasses must be worn at all times when using power tools.
- As it gets quite warm in the shops during the summer, long pants are highly advisable but not required. Appropriate shorts may be worn.
- Shirts must be worn at all times.
- Any equipment or tools operating improperly should be reported to the appropriate department head immediately.
- First aid kits are located in each shop as well as the Greenroom. Should a kit need restocking, please let Production Management know.
- Hard hats must be worn during load-ins and strikes as well as any other time deemed appropriate by any department head.

### **FRONT OF HOUSE:**

- Comfortable clothing for movement advised.

- During performances, dark colored clothing is preferred so as to create the least amount of distraction when moving about the space.
- First aid kits are located in the PROPS closet and Box Office in the lobby. Should a kit need restocking, please let Patron Services know.
- Safety cones, wet floor signs, reflective vests, etc. can be found in the PROPS closet in the lobby.

## EMPLOYMENT

### A. Classification

- a. Seasonal, Contract, Non-Exempt Employees or Independent Contractors

**B. Compensation:** All new employees should be advised at the time of hire regarding their starting rate of pay and their exempt or non-exempt classification status for purposes of compensation treatment, particularly overtime eligibility.

- 1. Payday:** Pay periods run from Monday to Sunday with pay day on Thursday. Paper pay checks are mailed to seasonal employees. The Company Manager distributes weekly paychecks for actors on Thursdays after 4:00 PM during rehearsal and at half hour prior to performances. Pay for hourly employees covers the two-week period through the previous Sunday.
- 2. Payroll Deductions:** Payroll deductions are automatically made for federal and state taxes, NYS disability insurance, and Social Security.
- 3. Federal and New York State Income Taxes:** All employees (excluding contractors paid as 1099s) will have Federal Income Tax and New York State Income Tax withheld, and must have on file in the Business Office a completed W-4 certificate to allow proper computation of these taxes. These withholdings are then computed from tables supplied by the Federal and State governments.
- 4. Social Security (Federal Insurance Contributions Act):** The percentage deduction and the amount of salary from which Social Security is taken are determined by law. The amount withheld from each paycheck is matched by an equal amount paid by the Hangar. In addition to retirement benefits, Social Security provides supplemental income benefits for disability and death.
- 5. Employment Eligibility Verification (I-9 Form):** All newly hired employees must complete and sign an I-9 form before they begin work. No paychecks can be issued until this form is completed.

**C. Termination of Employment:** In every case of termination of employment, it shall be the Hangar Theatre's objective to make separation procedures as amiable as possible for both the employee and the employer.

**Voluntary Termination:** Employment in New York State is at-will. However, written notice of at least twenty-one (14) days is preferred for voluntary termination.

**Involuntary Termination:** Because of the spirit of mutual respect and cooperation that is fostered among Hangar Board members, staff, and artists, involuntary termination of duty is a rare occurrence and requires serious and careful consideration. Before a staff member is terminated, the Managing and/or Artistic Director must be certain that reasonable forms of counseling, advice, training, and remedial steps toward improvement have been offered to the staff member. The President of the Board of Trustees and the Chair of the Finance/Personnel Committee shall be notified promptly of any change in personnel.

**Causes for termination** include, but are not limited to: failure to follow through with designated responsibilities, uncooperative relations with staff or management personnel, and misconduct. Misconduct includes, but is not limited to: unethical or illegal behavior, harassment, including sexual harassment, and drug or alcohol abuse. Instances of insufficient or unacceptable job performance, if not remedied through supportive measures, should be followed by written warning before any separation action is taken. Termination resulting from misconduct does not require prior verbal or written warning.

**Exit Procedures:** Discussions with the employees at the time of separation include such matters as reasons surrounding termination, severance pay when applicable, return of keys and other Hangar property, any outstanding debts (such as Petty Cash) shall be settled, conversion of medical insurance benefits, and unemployment compensation if the person is eligible. All employees are invited and encouraged to discuss their experience (either in person or via email) with their supervisor.

**D. Complaint Resolution:** To ensure effective working relationships, it is important that good communications are developed between peers, supervisors, volunteers, and all program or season participants. Each employee, program participant, intern, or apprentice is responsible for direct and honest communication. However, occasionally problems may arise concerning fellow employees, program participants, interns, or apprentices in both work-related and non-work related matters. With any problem, the first step is for the individuals involved to try to resolve the problem directly and informally. If this first step is not possible (i.e. if an individual is not comfortable discussing the issue directly with the other individual)

or successful, the issue should be brought to the appropriate department head or to the Hangar Staff Supervisor. Should the complaint remain unresolved it will be brought to and mediated by the Managing Director, whose decisions in these matters shall be final.

## HOUSING

Housing is available for non-local company members.. Each apartment has shared kitchen facilities with standard appliances (stove/oven and fridge), living/dining areas, and at least 1 full bathroom per apartment. Each apartment is furnished. As bed sizes will vary depending on housing assignment, when you speak with Company Management about your arrival be sure to ask the question. Authorized agents/representatives of the apartment complex landlord and the Hangar have the right to enter housing facilities for the purposes of inspection and maintenance, or in the event of an emergency. Neither the apartment complex landlords nor the Hangar will be liable for any loss or damage to personal property. Pets are NOT allowed in any housing without prior approval from the Company Manager.

Housing is normally available 1 day prior to the employee's start date through 1 day after the employee's end date. In some instances (plane flights) employees may need housing for a longer period of time. Please let us know and we will do our best to accommodate you. Housing may change in early August and you may be relocated. The Hangar will do its best to provide adequate notice of any move and will assist in any way possible. Moves will be coordinated by Company Management to have the least impact on the productions and the employee's work.

## TRANSPORTATION

The Hangar Theatre is located in Ithaca, NY, which is at the southern tip of Cayuga Lake, one of the Finger Lakes. Ithaca is approximately 1 hour south of Syracuse and 1 hour north of Binghamton.

Bus Service to Ithaca is available via: Shortline, Greyhound, the Big Red Bullet, the Cornell Bus, and Our Bus. Delta, American, and United provide service to the Ithaca airport. Syracuse and Elmira Airports are other flight destination options. There is no train service to Ithaca (however, there is train service to Syracuse). Company Management will be happy to arrange for a pickup at an airport (Ithaca, Elmira, Syracuse), bus station (Ithaca) or train station (Syracuse). Approximately 2 weeks prior to your arrival in Ithaca, you will be contacted by Company Management about specific arrival times. If you are flying or busing into Ithaca, please contact Company

Management at least 3 weeks prior to arrival so they can be sure to arrange for a pick up at the appropriate place. Company Management may be reached at [companymgr@hangartheatre.org](mailto:companymgr@hangartheatre.org).

If you have a car, you will find it a great asset in Ithaca. As we are spread out between rehearsal, performance, and housing locations, having your own car will give you greater flexibility. If you do not, there is a local bus line (TCAT) that services a large portion of the downtown and surrounding areas and Company Management will provide some additional shuttling for work, publicity appointments, groceries, and medical appointments.

Parking at the housing and theatre is free.

Occasionally, for various business reasons, employees may need to drive a Hangar vehicle. Before this can happen employees must fill out the Motor Vehicle Record Authorization form, which is available on the Hangar HR webpage ([www.hangartheatre.org/hr](http://www.hangartheatre.org/hr)).

## HELPFUL DETAILS

### What to Bring:

- Bedding supplies – blankets and pillows (if you are flying into Ithaca, let us know and we will see what type of arrangements can be made).
- Adequate clothing, for both work and play. Ithaca is normally **cold** (especially at night) into late May/early June. While the theatre has heat, the shops do not. It also rains a lot in Ithaca; be prepared with boots, umbrellas, raincoat, etc.
- As the Hangar is located in the midst of parks and gorges there are plenty of places in which to swim so you may want to bring a bathing suit.
- As many people dress up for opening nights of shows you may want to bring some nicer/dressier clothing. For information about work clothing see the Hangar Policies Safety section.
- Alarm clocks, cell phone chargers, laptop chargers, and a fan are common items people forget to bring with them.

### Production Calendar:

The *Hangar Production Calendar* is a very important tool for production teams. On the upper right corner of the calendar is a collapsible menu next to the word Agenda. This menu allows you to turn categories on/off as necessary to help view the calendar. There is a lot of info in the calendar as we are putting up 13 productions over the course of the summer. On the lower right corner of the calendar there is a Google Calendar label.

Clicking on this calendar allows you to import the calendar into your personal Google calendar, which you may then sync with Outlook, iCal, your mobile device calendar, etc.

### **Where is the Hangar?**

The Hangar Theatre Company is spread out across various places all over town. The Theatre itself is located at 801 Taughannock Blvd in Cass Park on the west side of Cayuga Lake. All technical departments are located here as well. Performances will happen on both the indoor and outdoor stages behind the theater.

In addition to productions at the Hangar, there are many other things to do in Ithaca. Ithaca, part of Tompkins County, has beautiful waterfalls/gorges, hiking trails, lakes, and parks to enjoy. There are numerous local wineries, distilleries, and cideries which are available for touring. There is a standard first run movie theatre as well as an independent theatre in Ithaca as well. For more information about Ithaca, check out [www.ithaca.com](http://www.ithaca.com).

# Hangar Theatre Seasonal Handbook

## Acknowledgement of Receipt of Handbook

I acknowledge that I have received a copy of the Hangar Theatre Seasonal Handbook ("Handbook"). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the Company.

I also understand that the purpose of this Handbook is to inform me of the Company's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any Company employee, nor is it intended to create contractual obligations of any kind. I understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

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Signature

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Print Name

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Date

Please sign, date, and return to the Hangar Theatre's HR Team

OR

Submit electronic signature [HERE](#)