



Kirby Cultural Arts Complex
Theater Apprenticeship Application

The goal of the Theater Apprenticeship is to build up individuals with sincere interest in pursuing theater throughout life while also provide hands on experience and training in several different roles within the theatrical arts industry. These roles include but are not limited to: Choreography, Costuming, Set Design, Props, Set Crew, & Playwriting. This apprenticeship is completely **voluntary** and will benefit in learning experience and resume building.

Applicants must ages 13 through adult.

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Cell Phone Number: _____

Parent/Guardian Name: _____

Email Address: _____ Cell Phone Number: _____

What skills do you think you could bring to our production as an apprentice?

What interests you about this apprenticeship?

Are you willing to work in a variety of production roles? (Choreography, Costuming, Set Design, Props, Set Crew)

Yes: _____ No: _____

Is there a specific role you think fits your skill set?

Yes: _____ No: _____ If Yes, What role? _____

Are there any dates between June 1, 2023 – April 29, 2024 that you are not available for?

Yes: _____ No: _____ If Yes, What dates? _____

Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

(Required if actor is under the age of 18)

Parent/Guardian's Printed Name: _____

WAIVER OF CLAIMS AND RELEASE FROM LIABILITY

I RELEASE, ABSOLVE AND AGREE TO HOLD HARMLESS AND INDEMNIFY Person County and its Recreation, Arts and Parks Department (including Kirby Cultural Arts Complex), their staff, sponsors and representatives from and against any and all liability, and from and against any claims, demands, costs or expenses, or causes of action arising out of or in connection with the above trip/activity for which I have registered.

I expressly acknowledge that I am aware that the above activity, even under the safest of condition possible, **may involve risk to me**. Nevertheless, **I expressly assume all risk or hazard** related or coincidental to, arising out of or connected to, the above trip/activity, including risk of loss or damage to property and/or personal injury or death, however caused. If I have any questions or concerns, or I feel I do not have adequate information about risks or hazard of the above activity, I realize that I should not sign this Waiver and Release before satisfying myself completely about such question or concern.

I represent to the Person County Recreation, Arts and Parks Department, knowing that it will rely on my representation, that I have the experience, training, and knowledge appropriate to participate in the above trip/activity without supervision or special precautions. I also represent that I do not have any special needs or require special accommodation necessary for me to participate safely in the above trip/activity. If I do, however, have special needs or require special accommodation, then I have disclosed them to the appropriate staff person of the Person County Recreation, Arts and Parks Department. I realize and agree that the Person County Recreation, Arts and Parks Department may decline to allow me to register for the above trip/activity due to such special needs or required special accommodation.

COVID-19 WAIVERS

I further understand that I assume the risk and waive liability relating to Coronavirus/COVID-19. The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

I understand that the Person County Recreation, Arts and Parks Department has put in place preventative measures consistent with the current recommendations of the Federal CDC, NC Department of Health and Human Resources, and the Person County Health Department to reduce the spread of COVID-19; however, I understand all preventative measures cannot guarantee that I or my child(ren) will not become infected with COVID-19. I know that attending events and programs could increase my risk and my child(ren)'s risk of contracting COVID-19.

I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending events and programs operated by the Person County Recreation, Arts and Parks Department and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the Person County Recreation, Arts and Parks Department events and programs may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Recreation, Arts and Parks employees, volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with myself or my child(ren)'s attendance of events and programs operated by Person County Recreation, Arts and Parks Department. On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Person County, its employees, agents, and representatives, of and from the claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Person County, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any event or program offered by Person County Recreations, Arts and Parks Department.

PERMISSION TO USE PICTURES AND RECORDINGS

I give my permission and grant to the Person County Recreation, Arts and Parks Department the right to make pictures and sound recordings of me or my child and the right to use such pictures and sound recordings, including the right to identify my child's name, likeness, voice and words, in television, film, newspaper, magazine, internet, and other media of any form, for the purpose of advertising and communicating the purpose and activities of the Person

County Recreation, Arts and Parks Department and for the purpose of applying for funds to support those purposes and activities.

PERSON COUNTY’S RIGHT TO REFUSE USE AND PARTICIPATION

I understand that Person County Government reserves the right to refuse the use of Recreation, Arts and Parks (Kirby Cultural Arts Complex) facilities and participation in programs due to failure to disclose details of the events for facilities rentals and use, disregard of the rules, laws, and policies or any related reason that will have the potential to negatively affect the quality of the facilities, public safety, image/perception of the facilities, and/or any other negative effect toward Person County Recreation, Arts and Parks Department.

REPRESENTATION OF PHYSICAL CONDITION AND WAIVER OF RIGHTS

I further represent that I am physically fit to participate in the above trip/activity and have not otherwise been informed or cautioned to restrict my physical activities by a physician. I am of legal age and competent to sign this Waiver and Release. **I REALIZE THAT I AM GIVING UP LEGAL RIGHTS AGAINST PERSON COUNTY AND ITS RECREATION, ARTS AND PARKS DEPARTMENT (KIRBY CULTURAL ARTS COMPLEX) BY SIGNING THIS WAIVER. I HAVE READ THIS WAIVER AND RELEASE FULLY AND UNDERSTAND ALL ITS PROVISIONS.**

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ALL TERMS AND BY SIGNING, ON BEHALF OF MYSELF OR MY MINOR CHILD(REN) HAVE GIVEN UP SUBSTANTIAL RIGHTS AND ENTER INTO THIS AGREEMENT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Name: _____

Participant signature: _____

Date: _____

PERSON COUNTY RECREATION, ARTS AND PARKS RULES OF CONDUCT

The following RULES OF CONDUCT are sportsmanship guidelines utilized to maintain a positive atmosphere in recreational activities sponsored by the Person County Recreation, Art, and Parks Department. These rules will be applied to all sports, athletic and recreational programs in all age groups. Each registered team, coach, manager, program participant, and participating employee will be provided with this information and it is their responsibility to adhere to this policy. Ignorance (lack of Knowledge) of these rules will not be considered as an acceptable excuse for violations.

GENERAL INFORMATION.

- ** The RULES OF CONDUCT will be in effect before, during and after each athletic activity, outdoor Recreation Activity, recreational activity, performing arts programs, and cultural programs sponsored/provided by the Person County Recreation, Arts, and Parks Department and rentals use on County Park property and facilities. All athletic/recreational/ special events/performing arts, and cultural programs will be governed by these rules. These guidelines will apply to all events conducted by the department or facility use regardless of whether these events are on county owned property or rental facilities.
- **Each athletic activity, outdoor Recreation Activity, recreational activity, performing arts programs, and cultural program will have to meet these rule requirements of each particular program and or participants (i.e. parents, coaches, spectators, participants, etc.) These rules will not be considered separate from the Department's policies and rules and violations of these rules can result in suspension.
- ** Individual(s) and Group(s) suspended as a result of infractions of the RULES OF CONDUCT and violations of the Department rules will not be given refunds of individual and or group fees.
- **Participants – any of the following: a player, a coach, assistant coach, individual participant, a Kirby Cultural Arts complex participant, park and recreation facility users, a spectator, a team, etc.
- **Official – any of the following: an umpire, a referee, a facility supervisor, a scorekeeper, office administrator, Kirby house staff, gym supervisor, auditorium supervisor, or any other Parks and Recreation staff person.
- ** Any official has the authority to eject, suspend, or remove a participant from a Parks and Recreation event or property.
- **Participants ejected from a game/match/practice/performance/ or recreational activity must leave the facility in an expedient manner (2 minutes or less is considered expedient). Failure to do so will result in the forfeiture of the participant's activity and result in more severe penalty.
- **Repeated Violations by group(s) or an individual(s) will result in more severe penalties being applied.
- **Violations of the RULES OF CONDUCT at the conclusion of an event may result in penalty application in succeeding program and/or facility use.
- **Penalties applied for any situation or circumstance not specifically covered in the RULES OF CONDUCT will be left to the discretion of the Athletic Director under the advisement of the Recreation Director.
- ***Suspension – Includes not being able to participate in, not being a spectator at events, not being able to attend any event/facilities sponsored by the Person Recreation, Arts, and Parks Department. Suspensions are specific to each event, program area, and/or facility depending on when and where the violation has occurred.

Full suspensions from all Person County Parks and Recreation property may be issued after certain violation including but are not limited to for penalties from Items 9-13(See Page 3). Full suspensions are initially issued by the Parks and Recreation Director until they can be reviewed by the Recreation Advisory Board Disciplinary Committee at their regularly scheduled meetings. *****

RULES OF CONDUCT

1. All participants must abide by a supervisor, program administrator, faculty supervisory, program director, programs specialist, official, and or designee’s decision.
2. All participants must refrain from demonstrative expressions of dissent to Parks and Recreation Staff designated management (i.e. assaulting, threatening, speaking rudely, using profanity, destruction of property, etc.).
3. During the course of a recreation event only one coach and/or captain per team will be allowed to discuss decisions reached by an official with the officials (this pertains to athletic events only).
4. All participants must refrain from using unnecessary roughness, assaulting, vulgar languages, and threats against other participants of each and all events, performances, facilities users, and activity participants.
 5. All participants must refrain from using profane, obscene or vulgar language.
6. Taunting, mocking and or harassment of other participants or employees will not be allowed.

PENALTY FOR ITEMS 1-6

The participant will be ejected from the game/match/practice/recreation event/programs/reserved facility and be suspended from the next game/match/practice/recreation event/programs/reserved facility. A warning will not have to precede the suspension, removal/ejection. Upon investigation of the violation, the Director or designee may apply further suspensions if the violator’s actions endangered the safety of the participants, staff, and other citizens. (Minimum of 2 games in the athletic department)

7. Verbal abuse of the officials or participants will not be allowed.
8. Profane, obscene or vulgar language used maliciously toward another participant or official will not be allowed.

PENALTY FOR ITEMS 7 & 8

The participant will be ejected or suspended from the game/match/practice/recreation event/programs/reserved facility and suspended from the next three regular events, season games, matches or the next tournament/matches/recreational event played by his or her team. Should the violation occur with less than three regular season games/matches remaining, the suspension will be applied to those remaining games/matches played by his/her team and will carry over into the next particular sport/activity that the participant elects to participate in. Kirby, Mayo, and all other Parks and recreation events and property: The individual(s) and/or group(s) will be ejected/removed from the recreation event/programs/reserved facility and length of suspensions will be determined by the Recreation, Arts, and Park Advisory Board Disciplinary Committee.

9. Participants must refrain from pushing, shoving, striking, kicking, laying a hand on and/or threatening any of these actions against, and/or confronting in a hostile or obnoxious manner to another participant or official.

10. The drinking or possession of illegal alcoholic beverage or illegal drugs will not be allowed at Parks and Recreation events or property.
11. Participants are not allowed to attend any Parks and Recreation event or be on property while intoxicated.
12. Participants must refrain any form of physical attack as an aggressor upon another participant or official.
13. Illegal firearms, knives or other weapons are not allowed at Parks and Recreation events or property.
14. Destruction, defacing, vandalizing, and theft of all Person County Property and facilities.

PENALTY FOR ITEMS 9-14

The participant will be ejected from the game/match/recreation event/reserved facility and their violations will be reviewed for suspensions levels ranging up to three (3) years suspension and/or a duration to be determined by the Recreation Advisory Board if circumstances warrant. For violations which are also violations of North Carolina State Law, law enforcement will be contacted. All violations and penalties under this category must be reported to the Recreation Advisory Board "Disciplinary Committee".

APPLICATION OF THE RULES OF CONDUCT

**Upon receipt of a written report describing a violation, the Director of Recreation, Arts, and Parks Department or designee will investigate the report and will in turn apply the appropriate penalty for noncompliance to the RULES OF CONDUCT and County's Department rules and regulations.

** The violator will be mailed a formal letter describing the violation and appropriate penalty. Additional copies of this letter will be issued to the team coach/manager, league supervisor, officials, church/company sponsor, etc. as needed. Parent/guardian will be mailed this letter for youth violators.

**Penalties will begin immediately upon notification by the Recreation Department.

**If the individual receiving the penalty wishes to appeal the ruling, he/she may do so if the penalty is suspension is six (6) month or longer. A written request stating the reason for appeal must be submitted to the Person County Recreation, Arts, and Parks Director within seven (7) calendar days from the date of the formal letter. The appeal would then be reviewed by a Disciplinary Committee. The Disciplinary Committee may affirm, overturn, or modify the penalty.

**Penalties of less than six (6) months are not appealable to the Disciplinary Committee. Penalties of less than six (6) months may be appealed to the Parks and Recreation Director. A written request stating the basis for your appeal must be submitted within seven (7) calendar days from the date of the formal letter.

PERSON COUNTY RECREATION, ARTS AND PARKS

CODE OF CONDUCT

ROXBORO LITTLE THEATER and YOUTH SUMMER THEATER

SIGNATURE PAGE

I signify that I have received, read and understand all of the policies and expectations presented in the CODE OF CONDUCT.

I understand that the production/show team and staff of the KCAC will abide by the policies and expectations presented in the CODE OF CONDUCT and as an actor/actress I reserve the right to hold them to such.

I understand my expectations as an actor/actress and understand that any failure to meet those expectations may result in my dismissal from the production/show.

I understand that in order to participate in this production/show I am required to present a signed copy of this form to the director of the KCAC.

Name of Production/Show: _____

Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

(Required if actor is under the age of 18)

Parent/Guardian's Printed Name: _____

KIRBY CULTURAL ARTS COMPLEX

CHILD & STUDENT PARTICIPANT CHECK-OUT & PICK-UP AUTHORIZATION

ROXBORO LITTLE THEATER and YOUTH SUMMER THEATER

Child's / Student's Name _____ Age _____

Parent / Guardian _____

Dear Parents: The Kirby Cultural Arts Complex (KCAC) and the Roxboro Little Theater (RLT) take the safety and well-being of your child(ren) very seriously. To that end, we have instituted the following safety precautions. Please help us keep all our student participants in KCAC and RLT programs safe by following these protocols.

Thank you! - The Kirby Cultural Arts Complex Staff

NOTE: Children and students under the age of 18 are allowed to accept rides to the KCAC or other designated program sites as their parents wish. The KCAC and RLT are not responsible for arranging safety procedures or protocols before they arrive.

Once they arrive, however, the following requirements apply.

All participants in KCAC / RLT programs and rehearsals are required to sign in and out when arriving at or leaving the KCAC or other designated program sites. Students age 18 and older may sign themselves in and out. Parents / guardians of children and students under the age of 18 have the following three options with regard to signing them in and out:

Option 1. Child or student must be signed in and out by their own parents or guardians.

Option 2. Child or student may be authorized by the child's/student's parent/guardian to sign himself/herself in and/or out IF the child/student is at least 13 years old AND another person other than the child/student's parent/guardian has been pre-authorized to transport the child/student home from the KCAC or other designated site.

Option 3. Child or student may be signed in and/or out by another person pre-authorized by the child/student's parent/guardian: adult, older sibling, or other licensed driving teenager. [Pre-authorize such persons by listing them below.]

I, parent / guardian of the child or student named above, choose the following option:

Option #1: I will sign this child/student in and out of programs and rehearsals myself.

Option #2: I give my permission for this child/student to sign him/herself in and out of KCAC / RLT programs and rehearsals. I certify that he/she is at least 13 years of age and I understand that neither the KCAC nor the RLT is or can be held responsible for him/her once he/she signs out and leaves the KCAC or other designated program site.

Option #3: I give my permission for this child/student to be signed in and out of KCAC / RLT programs and rehearsals by any of the persons I have pre-authorized by listing them below. I understand that neither the KCAC nor the RLT is or can be held responsible for this child/student once signed out by one of these pre-authorized persons.

Person pre-authorized to sign in / out this child / student

Relationship to child / student

Parent/Guardian Signature: _____ **Date** _____