



## Controlled Substances Policy

In order to provide a safe, productive, and comfortable environment for all participants, Cottage Theatre has adopted the following policy regarding the use or presence of controlled substances (alcohol, drugs, tobacco products) on theatre property:

The Theatre expects its volunteers, contractors, and employees to abide by the laws of the United States and the State of Oregon regarding the use of alcohol, tobacco and e-cigarettes, drugs and any other controlled substances. This includes medications that contain a controlled substance which are used for a purpose, or by a person for which they were not prescribed or intended, or otherwise used under the supervision of a licensed health care professional. The Theatre will not tolerate any illegal substance use or abuse on its premises.

### **All controlled substances prohibited during rehearsals and performances:**

For safety reasons, the use of any controlled substance is banned during all rehearsals and performances, except as specifically noted below. Furthermore, CT expects volunteers, contractors, and employees to arrive at rehearsals and performances in a sober and reliable state, free of the influence of alcohol or drugs, and to conduct themselves in a safe and lawful manner. Employees or volunteers taking medication are encouraged to share with their supervisor (Executive Director if an employee or front-of-house volunteer, or Stage Manager if a production volunteer) if side effects (e.g. dizziness or nausea) may affect their performance.

Consumption of alcohol is permitted on premise only under the following circumstances. Any other circumstances require pre-approval by the Board of Directors.

*During notes following rehearsals:* If everyone present in the building is age 21 or over, modest consumption of alcohol during notes following rehearsal is allowed. (If any minors are present, then alcohol consumption is banned during notes.)

*Following work parties:* Modest consumption of alcohol on premises following work parties is allowed, since those occasions are not mandatory for cast and crew.

*During special events:* Alcohol consumption is permitted during special events when such use has been expressly sanctioned by the Board of Directors.

*Moderation expected:* Employees and volunteers are expected to exercise moderation (no more than two drinks) and under no circumstances consume enough alcohol to become visibly impaired, or to allow the level of blood alcohol to be above the limit for the operation of a motor vehicle,

*Storage:* Alcohol may not be left in the theatre's unlocked refrigerators overnight.

### **Smoking**

In accordance with state and local law, smoking of any kind is banned within the building and within 25 feet of all entrances, exits, and windows. Actors are prohibited from smoking while wearing any unprotected portion of their costume.

### **Notification:**

Upon each new hire or at one of the first rehearsals for a production, employees and volunteers shall be provided with information about this Controlled Substances Policy.

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.