



Tower Theatre Foundation Volunteer Agreement

This Volunteer Agreement ("Agreement") is entered into by and between the Tower Theatre Foundation ("TTF") and the undersigned volunteer ("Volunteer") effective as of the date of Volunteer's signature below.

1. Volunteer Service: Volunteer agrees to provide volunteer services to TTF as an usher or in another capacity as assigned by TTF from time to time. Volunteer acknowledges that they are offering their services voluntarily and without expectation of compensation or benefits from TTF. Volunteer understands and agrees that they are not an employee of TTF and will not be entitled to any employee benefits, including but not limited to wages, insurance coverage, or paid leave.

2. Requirements: Volunteer agrees to fulfill the requirements outlined in the Volunteer Training Manual provided by TTF, including but not limited to:

- Being able to meet physical requirements such as standing for 2-6 hours, lifting and carrying up to 20 pounds, and walking up and down stairs, all with or without accommodations.
- Attending training sessions and adhering to emergency procedures.
- Being punctual, properly dressed, and ready to participate in assigned duties.
- Adhering to the dress code and wearing a nametag at all times.
- Following instructions provided by TTF staff and demonstrating proper conduct and customer service.

3. Assignment and Expectations: Volunteer agrees to adhere to the specific duties and expectations outlined for their assigned role, as communicated by TTF staff or outlined in the Volunteer Assignment Descriptions & Expectations provided by TTF. Volunteer will follow instructions provided during volunteer briefings and will remain at their assigned location unless directed otherwise by TTF staff.

4. Safety and Security: Volunteer acknowledges their role in prioritizing the safety of TTF patrons and agrees to adhere to all safety protocols and procedures outlined by TTF, including but not limited to:

- Monitoring for drunkenness or disruptive behavior among patrons.
- Enforcing photo and alcohol policies as instructed.
- Following emergency procedures, including medical emergencies, active shooter incidents, and evacuations, as outlined in the Volunteer Training Manual.

5. Code of Conduct: Volunteer agrees to represent TTF professionally and to conduct themselves in a manner consistent with TTF's values and mission. Volunteer will maintain a positive attitude, provide excellent customer service, and communicate respectfully with patrons, staff, and fellow volunteers.

6. Non-Discrimination: Volunteer agrees to treat all individuals with respect and dignity, regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, or any other characteristic protected by law.

7. Confidentiality: Volunteer agrees to maintain the confidentiality of any proprietary or sensitive information disclosed by TTF, including but not limited to patron information, internal policies, and business strategies.

8. Termination: Either party may terminate this Agreement at any time with or without cause by providing written notice to the other party. Upon termination, Volunteer agrees to return any materials or equipment provided by TTF and to cease all volunteer activities on behalf of TTF.

9. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, without regard to its conflict of law principles.

10. Entire Agreement: This Agreement constitutes the entire understanding between TTF and Volunteer with respect to the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral.

Tower Theatre Foundation and Volunteer hereby acknowledge their agreement to the terms and conditions set forth in this Agreement as of the date of volunteer's below signature.

Date

Volunteer Name (Print)

TTF Representative (Print)

Volunteer Signature

TTF Representative Signature

Tower Theatre
Volunteer Acknowledgment and Release of Liability
Adult Volunteer (18 and over)

I, _____ (printed name), in consideration of my selection and participation as a volunteer with The Tower Theatre Foundation, do hereby fully and completely agree to release and indemnify The Tower Theatre Foundation, it's officials, employees, volunteers and Board of Directors from any and all claims, demands and liability of every nature and description whatsoever and howsoever arising by reason of my being allowed to volunteer by The Tower Theatre Foundation. I understand that I will not be covered by The Tower Theatre Foundation 's Worker's Compensation Insurance for any injuries or illnesses that may occur as a result of my volunteer activities.

I acknowledge that any photograph or videotape taken of me participating in this activity may be used, without compensation, by the Tower Theatre Foundation.

By my signature below, I verify that I am 18 years of age or older. I understand the rights and responsibilities and privileges of participation in the Volunteer Program.

I also, acknowledge, understand and agree that I am not an employee of The Tower Theatre Foundation and as such am not entitled to any additional consideration or benefits that might be associated with employment.

Signature of Participant _____ Date _____

Person to notify in case of emergency:

Name _____ Relationship _____
Address _____ Phone _____