



## Training Center Policies

Welcome to Improv Asylum's Training Center! We're glad to have you here and we hope that you learn more about yourself and the skills of improvisational acting. Our goal is to have every student understand the principles of improvisation while learning in a supportive, fun environment. To make your time here more enjoyable for everyone, please familiarize yourself with the following policies. We thank you in advance for your cooperation.

### General Policies

We want you to feel welcome here, but there are a few areas of the facility that are off limits to students. You are **never** allowed behind the bar (we will make water available for you – if you need more, ask your instructor), in the box office, in the kitchen area or backstage beyond the curtains. *Further, there is no food allowed in the theater at any time.* We also ask that you clean up after yourself after class – please deposit any cups or trash in the bar trash can and take all of your belongings with you when you leave.

### Attendance Policy

We strongly believe that you should attempt to make every class, on time. It helps the learning process as the training sessions tend to build off of previous classes. It also helps to keep the group connecting together.

If you cannot make a particular class, or if you know you will be late, we ask that you please contact your instructor prior to class at the number or email that they provided for you on the first class.

**If you miss more than two classes** in a session, you **will not** be allowed to move on to the next level. Again, it is important to build off of each class and it would not be fair to you or to the rest of the class if you were allowed to move on.

Also, please try to be on time. We aim to run the classes during the designated times. If part of the group is late so that the class does not start on time, we will still end the class at the regular ending time. Each instructor will have their own policy for tardiness and will make that clear on the first day of class. **Excessive tardiness may be counted as an absence.** We recognize that it sometimes takes time to park if you are driving into the North End – please budget your time accordingly so that we may begin on time.

### Behavior Policy

We ask that you conduct yourself in an appropriate manner during classes. We seek to create a comfortable, accepting environment in which individuals are encouraged to explore their ideas. Behavior that interferes with this will not be tolerated – including any inappropriate physical contact and/or inappropriate comments about individual classmates or instructors. If you display

inappropriate behavior, it will be addressed by the class instructor, and you may be asked to leave class on either a temporary or permanent basis.

If you are made to feel uncomfortable by another classmate or the instructor, please inform your instructor or the Director of the Training Center (Norm Laviolette).

### **Drug and Alcohol Policy**

Alcohol and drug usage is not permitted during Improv Asylum training sessions. If it is discovered that you are using alcohol or drugs during a class, you will be asked to leave the class permanently, and you will forfeit your full tuition. If necessary, appropriate authorities will be contacted.

Further, we also request that you do not use alcohol or drugs prior to class. Many people think that the effects of these substances will help them perform better – however, they actually hinder the mind and the learning process. Again, if it is suspected that you are under the influence of alcohol or drugs when you show up to class, you may be asked to leave.

### **Registration and Refund Policy**

Your **full payment** guarantees your spot in the class and is **not refundable**. If a situation arises that you must postpone taking classes until the next term, we *may* credit your payment to the next class. We will make this exception on a case by case basis and **only for the next session of classes**.

### **Complimentary Ticket Policy**

As part of your tuition, you will receive a Training Center ID that admits you into any Wednesday night performance and any graduation performance as long as there are tickets available. (Students in a Wednesday night class are admitted to Thursday night classes free). Other free shows include any on a Sunday or 9:45 pm shows on Wednesday or Thursday, as well as our midnight shows on Fridays and Saturdays. This may excludes certain special events. It also enables you to receive \$2 off any Thursday, Friday or Saturday night show. If you lose your ID, you will not be given another one. Your ID is valid until the first day of the next term's classes. Finally, the ID non-transferable – it is for you only. We believe seeing a show helps the learning process.

The process for getting a ticket is this:

Call the box office (617.263.6887) and tell them the date you want to come see a show.

Let them know that you are a Training Center student and will be using your ID.

Tickets are assigned seats, so let the box office know if you are getting them for more than one student so that you can all sit together.

If you end up not being able to come, please call the box office and let them know so that they can release your seats.

If you are getting tickets for you and others who are not Training Center students, you will need to pay for the remaining tickets at the time you place your order.

Paid tickets are non-refundable and non-transferable.

**Again, these tickets are subject to availability.**

## **Class Advancement Policy**

Completion of a particular level of class does not guarantee that you will move on to the next level. Advancement is at the discretion of that class level's instructor and the Director of the Training Center. We want to make sure that you understand and can apply the principles of improvisation that are taught in a particular level. We understand that people grasp certain concepts at different paces, and we do not want to move people ahead if we feel they are not quite ready to move on to more advanced work. Also, if you return to the Training Center after an extended absence, we may feel it best for you to repeat a level before moving on. If you are asked to repeat a level for any reason, please understand that this is not an indictment of you as a person or as a performer. If you are asked to repeat a level, feel free to talk it over with your instructor and/or the Director of the Training Center (Norm Laviolette).

We also ask that for the sake of your overall class, that once you enter into **Level 5** you are making a commitment to finish through Level 6 and the graduation show. We ask this out of fairness to your other classmates that they can depend on moving through to the graduation show. We would not want to have to postpone a Level 6 class/graduation show due to class size. We certainly understand that individual schedules may change unexpectedly, but we ask that you consider this as you move into the last two levels of classes.

Finally, please understand that successful completion of the full six levels of class does not mean that you will become a part of Improv Asylum's cast. Those decisions are made separately, usually based on a specific audition process.

## **Class Advancement Policy – Signing up for the Next Level**

You can register for the next level at any time during your current term ***up until (and including) Class 8*** as long as there is availability. There are registration forms in each class location (ask your instructor where). Registration can be mailed in to 216 Hanover Street, Boston, MA 02113 with a check or MasterCard or Visa number. You can also drop off your registration form at our corporate office (located at 215 Hanover Street, 2<sup>nd</sup> floor) Monday – Friday from 10 am – 6 pm. Registrations dropped at the corporate office can be done with cash, check or MasterCard or Visa. You can also register on-line on our *Training Center* button on our web site ([www.improvasylum.com](http://www.improvasylum.com)) or you can print out that form and fax it to us with your MasterCard or Visa number. *Please be sure to indicate what level, section, day of week and time of day you are signing up for.*

It is beneficial to you to sign up for the next level of class prior to completion of the class that you are currently in. We require your payment in full upon registration. We make decisions based on the number of individuals in a class, so it is important to get your full payment in by the deadline. **If you do not do so, you are not guaranteed a spot in the next level of classes.** Sometimes there are individuals who return to the training center after taking a session or two off – as such, if you do not have your deposit in, the class may fill up and you would have to wait until the next session of classes to continue on. Also, we may have to cancel a class if we do not have enough students signed up – therefore, if you are planning on taking the next level of classes it is important to the whole class that you sign up and get your full payment in on time.

If you sign up for the next level *after* your last class (and there is still availability) you will be charged a late fee of \$25.

**Please note:** A verbal commitment to attending the next level of classes is not enough to secure your spot, or to prohibit cancellation of a class. Only a payment secures a spot.

### **Miscellaneous Items**

We ask that you fill out a class evaluation for every level of classes. Evaluation forms will be made available to you the seventh week of class to give you time to fill them out. We utilize the evaluation sheets for feedback, and to help improve class content and instructor abilities. You can also find this sheet on the website under *Training Center* in the *Students* link. Feel free to fill it in there or fax or mail it in.

### **Corporate Training/Show Program**

If you get a company to **book** a corporate training or corporate show from Improv Asylum, you will receive your next term free. The company must book the show or training and a contract must be completed for that show or training before the discount is given to you as a student. For more information on corporate training or shows go to [www.improvasylum.com](http://www.improvasylum.com) or call 617-263-1300.

### **Refer-a-Friend**

Refer a friend to our training center and you will EACH get \$25 dollars off your tuition. You must be a current student referring a friend who has not previously been enrolled in Improv Asylum's Training Center. You and your friend must sign up and pay full tuition by the registration deadline to obtain discounts. The certificate with both names filled out on it must be turned in by the friend on his/her first day of class. Call 617-263-1300 for details.

**Please! You must wear some form of appropriate footwear during class. Only non-marking soled shoes are allowed.**

**Please be considerate of other classes. If your class meets on the mainstage, do not talk when your class lets out and another class is still meeting on the front stage. Go outside.**

**If you have a Saturday 2-5 p.m. class in the front room, please do not congregate in the front room at the end of class. You may hang out together in front of the bar, but the staff needs to set up the club and be ready to open to the public by 5:30 p.m.**

If you have any questions about any of these policies, please see your instructor, the Administrator of the training center or the Director of the Training Center (Norm Laviolette).

Again, welcome to Improv Asylum's Training Center!