SAG·AFTRA
Los Angeles Conservatory

Policies and Rules

Each year we bring you a comprehensive Conservatory season. As we are here to serve you, we would love to hear from you. Let us know if you think our programs are beneficial to your career. Feel free to send along suggestions and ideas.

CLASS ATTENDANCE & PUNCTUALITY

- Doors close at the scheduled start time or when the class/event reaches capacity.
- Latecomers will not be permitted to participate in class exercises.
- Arrivals after the 15 minute grace period will not be permitted to attend.
- A single no-show will result in a 60 day suspension of class registration.
- You are responsible for canceling your confirmed and waitlisted registrations.
- You may not cancel online after 6 p.m. the night before a morning/afternoon class or after 11 a.m. the day of an evening class. Members must contact the Conservatory office after the aforementioned times.

GENERAL RULES

1. Members are expected to conduct themselves in a manner befitting members of SAG-AFTRA. Please refer to the established code of conduct at the end of this document.
2. Soliciting or leafleting are not permitted.
3. Verbal abuse of instructors, volunteers, SAG-AFTRA members and staff, American Film Institute staff or students will not be tolerated and could result in suspension or expulsion from the program.
4. No photography or video recording is permitted. Audio recording is permitted only with express permission of instructors.
5. To maintain a safe and secure environment for all of our members, as a condition of admittance to Conservatory events, member's belongings and/or their vehicles may be subject to search by security.

CODE OF CONDUCT

Members of the SAG-AFTRA LA Conservatory agree to:

- **BE PUNCTUAL.** Arrive early due to limited parking. Late arrivals may not fully participate in the class. No entry allowed after 15 minutes.
- **BE ACCOUNTABLE.** If you are unable to attend, notify the office. No show penalties could prevent registration for future classes.
- **BE COURTEOUS.** Conservatory instructors and assistants are all volunteers, so let's show our appreciation for their support by using respectful actions and thoughtful words.
- **BE PREPARED**. Complete any assigned work before class.
- **BE PRESENT**. For the duration of the class, let's shut off our phones and leave the rest of the world at the door.
- **BE SUPPORTIVE.** Students come to class with different levels of experience. Let's be patient with those who may have less experience than you.

MEMBERSHIP SUSPENSION/ TERMINATION

Your Conservatory membership may be suspended/terminated by the Conservatory Committee for violations of rules, policies or code of conduct. The cancellation procedure is as follows:

1. The member shall be notified in writing that his/her Conservatory membership is being suspended/ terminated and the grounds for the decision.
2. A written appeal or request for a hearing may be scheduled upon receipt of the notice of suspended or terminated membership. Appeals and hearing requests must be submitted in writing within 10 days of the date on the letter.
3. If the member elects not to have a hearing, the suspension or cancellation will remain.

The SAG-AFTRA LA Conservatory committee and staff value your cooperation with these rules and appreciate your support in making membership as pleasant as possible for all members.