



LIBERTY HALL VOLUNTEER CODE OF CONDUCT

The mission of Liberty Hall is to create a stimulating arts and entertainment experience that integrates the arts into the downtown's social, economic and community fabric. We strive to provide diverse opportunities for entertainment, film, theater, comedy and music.

1. All volunteers must submit an initial volunteer packet and perform a background check prior to working a shift.
2. Wear a Liberty Hall Volunteer shirt and badge
 - a. If you do not have either, please get in touch with Juan Montalvo
3. Ensure you are on time for your shift
 - a. 5 minutes before the door opens
 - b. If you are running late, please get in touch with Juan Montalvo via cell
4. Ensure that you sign in on the sheet provided upon arrival
5. Display respect to Artists, patrons, volunteers, and staff at all times.
 - a. As a volunteer, you are representing Liberty Hall and the City of Tyler
6. No Drinking during the shift or arriving inebriated to work your shift
7. No Smoking or vaping during your shift
8. No backstage access unless you are personally invited by the Artist
9. No physical touching of Artists, patrons, or other volunteers is allowed
10. Ensure that personal conversations with patrons are kept to a minimum during shift
11. Volunteers are encouraged to park in the Fair Plaza Parking Garage but are able to utilize parking around the square as well

HELPFUL INFORMATION:

Juan Montalvo, Liberty Hall Manager

Office Address: 110 N College Ave. Ste. 105 Tyler, TX 75702

Office Number: 903-595-7274

Liberty Hall's Address: 103 E Erwin St. Tyler, TX 75702

Liberty Hall's Website: www.LibertyTyler.com