



Dear Prospective Volunteer:

Thank you for your inquiry into the volunteer program at the Miramar Cultural Center/ArtsPark. Volunteering in the Arts not only bring the performing arts to life for our patrons, but for you, as a volunteer, as well. You will be joining a team of your Miramar neighbors who constitute our volunteer family. Please take a moment to read this information before filling out the enclosed application.

**Please mail the completed application to:**

Miramar Cultural Center/ArtsPark  
Attn: Volunteer Office  
2400 Civic Center Place  
Miramar, Florida 33025

**An application can also be accessed and submitted online at:**

<https://www.miramarfl.gov/680/Volunteer>

The volunteer office will contact you once an orientation has been scheduled. Volunteer ushers commit to one performance shift (indicated on application) and work whenever there is a performance on that day or evening. We rely on each volunteer to keep that commitment in order to run the theater efficiently and create a high quality theater experience for each patron. If you cannot make this type of commitment, please do not request to be an usher. You may check more than one shift on your application if you are available, but you will only be assigned to one. Every effort will be made to accommodate you with your first choice. Ushering is a job working in the Front of House Department with staff. Our ushers are considered to be staff, not patrons.

The **Miramar Cultural Center/ArtsPark** is located at 2400 Civic Center Place in Miramar. In addition to your regular shift, you will have the opportunity to sign up to work as many extra performances as you wish if you find that you would like to do more.

Thank you for your interest in volunteering with the Miramar Cultural Center/ArtsPark. We look forward to accompanying you on your new volunteer endeavor.

Kindest regards,

Miramar Cultural Center  
Volunteer Coordinator

Mail Completed application to:  
**Miramar Cultural Center/ArtsPark, Attn: Volunteer Office**  
**2400 Civic Center Place, Miramar, Florida 33025**

Phone 954.602.4520

e-mail [getinvolved@miramarculturalcenter.org](mailto:getinvolved@miramarculturalcenter.org)

website [www.miramarculturalcenter.org](http://www.miramarculturalcenter.org)

Volunteer ID #

Last Name,

First Name

## VOLUNTEER APPLICATION

Name (First, Last)

(Preferred first name – for nametag)

Today's Date

Home Address & Apt#

City / State

Zip Code

Telephone #s: (Home)

(Cell)

(Emergency)

E-Mail Address

Birthday Month / Day / Year

List any other organizations where you currently volunteer

Do you speak a foreign language? (indicate language)

Talents, skills, special abilities?

Employer OR School Name

Job Title OR Grade in school

Expected graduation date (students)

How did you hear about volunteering at the Miramar Cultural Center?

Since your 18th birthday, have you been convicted of any violation of the law, other than minor traffic offenses or pleaded "no contest" to criminal charges, even if adjudication was withheld? No \_\_\_\_\_ Yes \_\_\_\_\_ Nature of Offense \_\_\_\_\_

Name & Location of Court \_\_\_\_\_ Disposition of Case \_\_\_\_\_ Date \_\_\_\_\_

*A conviction does not automatically mean you cannot volunteer for the Miramar Cultural Center. The nature of the offense, how long ago it occurred, relationship to this job, etc. are given consideration.*

Front of House (Usher) Volunteer Conditions:

- Required to attend a Volunteer Orientation prior to first volunteer shift at the Miramar Cultural Center/ArtsPark.
- Commitment to a specific performance shift for the season
- Abide by Volunteer Seating Policy during performances as outlined in volunteer manual
- Ability to escort patrons to seats in all levels of the theater: **Orchestra and Balcony**
- Must wear:
  - Tuxedo Shirt
  - Black pants or a plain black straight skirt
  - Completely black shoes
  - Black socks / black or natural stockings (no other colors)
  - Nametag
- Always have the proper equipment: working flashlight, paper and pen or pencil
- Volunteers must be familiar with the locations of all facilities within the Miramar Cultural Center (restrooms, water fountains, box office, concessions, etc.)
- Remember, you are a volunteer, not a patron. If you wish to see a certain show, we recommend that you purchase a ticket for a performance other than your regular shift.

I have read and agree to abide by the conditions listed above as a volunteer at the Miramar Cultural Center.

Volunteer Signature

Date

Parental Consent Signature (under 18)

Date



**CITY OF MIRAMAR  
VOLUNTEER FORM  
RELEASE OF LIABILITY FOR ADULTS**

**I AM AWARE** that volunteering for the City of Miramar involves risk of personal injury, property damage, and other risks associated with volunteer service.

**I RELEASE** the City of Miramar from any and all liability for all loss, damages, and claims, (including attorney fees and costs), resulting from injury to the person listed below or to his or her property arising from the volunteering services.

**I HEREBY HOLD HARMLESS** the City of Miramar and project organizers from any and all claims, actions, or damages relating to or arising out of any activity related to volunteering for the City of Miramar.

These releases are effective for me, my personal representatives, assigns, and heirs.

**I HEREBY** confirm, represent and warrant that I have never been convicted of any violent crime, child abuse or neglect, child pornography, child abduction, kidnapping, rape or sexual offense of any kind or any other violation of law, nor have I ever been ordered by a court to receive psychiatric or psychological treatment in connection therewith.

**I UNDERSTAND** I am fully and completely responsible for all healthcare expenses incurred by me if I become injured while participating in the City of Miramar's Volunteer Program, and I have made arrangements to handle such expenses through insurance coverage, access to cash, or other methods.

**FURTHERMORE,** I agree to utilize my own vehicle for transportation to and from the City, and further agree that I will be fully responsible for any and all damages or injuries sustained by myself and anyone else in my vehicle. I agree not to provide transportation for any of the children that are attending any of the programs for which I volunteer. I hereby represent and warrant that I am fully insured to operate my personal vehicle, to the extent required by law.

**I ASSUME FULL RESPONSIBILITY FOR** any and all claims and costs (including my own) arising directly or indirectly out of activities, acts, or omissions while volunteering with the City of Miramar.

**FURTHERMORE,** I authorize the City of Miramar to use my name and give any organization involved with the City of Miramar permission to photograph me. I understand that the City of Miramar has permission to use my name, photographs/videotapes, likeness, image, voice and biography in all media, publications, advertising and for publicity purposes in connection with my participation with a City of Miramar Volunteer Program related activity or project unless written notice is received to the contrary.

**I CERTIFY that the statements made in this volunteer release are true and correct, and have been given voluntarily. I understand that this information may be disclosed to any party, with legal and proper interest, and I release the City of Miramar from any liability whatsoever for supplying such information. I understand that I will not be paid for services as a volunteer.**

**I HAVE CAREFULLY READ AND UNDERSTAND COMPLETELY THE ABOVE PROVISIONS AND VOLUNTARILY SIGN THE RELEASE AND INDEMNITY AGREEMENT.**

VOLUNTEER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ CELLULAR: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**VERIFICATION OF RECEIPT AND REVIEW OF  
VOLUNTEER MANUAL**

**This is to certify that I, \_\_\_\_\_,**  
**have received the Miramar Cultural Center Volunteer Manual on**  
**\_\_\_\_/\_\_\_\_/\_\_\_\_ and have read the contents thoroughly, and I will**  
**adhere to the regulations and guidelines provided in the manual.**

**Signature: \_\_\_\_\_**