



Non-Profit Rental Support Program Policy

**FOR THE
SCOTTSDALE CULTURAL COUNCIL
SCOTTSDALE CENTER FOR THE PERFORMING ARTS
SCOTTSDALE MUSEUM OF CONTEMPORARY ART
FACILITY RENTAL DEPARTMENT
7380 EAST SECOND STREET
SCOTTSDALE, ARIZONA 85251**

TELEPHONE: (480) 874-4604

FAX: (480) 874-4699

WWW.SCOTTSDALEPERFORMINGARTS.ORG/ABOUT_HOW_TO_RENT.PHP

Office Hours

9:00 a.m. – 5:00 p.m. Monday through Friday

Or by appointment 7 days a week

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POLICY STATEMENT

The Scottsdale Cultural Council (“SCC”) values and recognizes the role of community groups and organizations within our area and endeavors to support them in a variety of ways.

The SCC acknowledges that through the provision of support to these groups, we can assist to foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the City of Scottsdale and surrounding region(s).

The SCC has identified the importance of providing support for community events that are held for the general economic benefit of the City of Scottsdale’s business community, cultural enrichment and promotion of the arts in the City of Scottsdale. In order to expand the access of Scottsdale residents to a wide range of cultural experiences, the SCC provides a limited number of Rental Fee Waivers to local nonprofit organizations in support of their events.

This policy is intended to provide a structure and process for providing rental fee support to community organizations, which is open, transparent, legal and equitable, and furthers the aims and objectives of the SCC.

PURPOSE / OBJECTIVES

The SCC receives a range of requests for fee waiver support and assistance from community organizations and individuals to assist with the development of sports, arts, heritage, recreation or other community activities within the Scottsdale Cultural Council area and facilities.

The Non-Profit Rental Support Program (“NPRSP”) Policy coordinates the SCC’s response to the range of requests for support it receives and ensures that the decisions to provide this support are based on objective criteria and a consistent application of these procedures.

Fee w aivers to e ligible or ganizations m ay be c onsidered upon f iling a n application with the

Scottsdale Center for the Performing Arts' ("SCPA") Facility Rentals Department by the established deadlines. Approval of fee waiver requests is made by the NPRSP Committee, appointed by the President/CEO of the SCC. Costs for events, other than those fees waived by the SCPA, shall be borne by the sponsoring / presenting community organization and are due and payable in accordance with the applicable Facility Use Permit and its attachments.

The key objectives of this policy are:

- To provide a systematic and equitable process for allocating fee waiver assistance and support to individuals and community based non-profit organizations;
- To provide groups and organizations which have limited funds to undertake valuable community initiatives;
- To enhance and assist existing community initiatives, events and celebrations;
- To provide opportunity via community celebrations, events and functions for residents and visitors to enhance their appreciation of local heritage, culture and natural attributes;
- To contribute to a vibrant cultural and community life;
- To create opportunities which develop the knowledge, skills and confidence of community members;
- To encourage great participation levels in community life;
- To create opportunities to promote the SCC, City of Scottsdale and its residents;
- To strengthen rapport with community groups and organizations;
- To support and develop community and cultural activities that enrich and extend personal and community engagement; and
- To enable our community and visitors to participate in and enjoy the widest variety of cultural experiences.

PROCESS

Only events that are booked and reserved with the SCPA Facility Rentals Department will be considered for a fee waiver. Incomplete applications will not be considered and approval will be determined solely on the information provided on the application. Applicant organizations must meet the eligibility criteria stated in this policy.

Applications requesting a fee waiver must be completed and submitted to SCPA Facility Rentals Department no later than **June 30th** for events occurring during the following full fiscal year (July 1st through June 30th) and no later than **December 31st** for the remaining fiscal year (January 1st through June 30th) of that same period.

APPLICATION REQUIREMENTS

Each applicant will be required to submit:

- 1) A completed Non-Profit Rental Support Program Application along with the required attachments.
- 2) A financial statement showing profit or loss for the previous operating year and any accumulated surplus or deficit, in order to determine the organization's stability and ability to produce the proposed event; an itemized budget for the event for which the fee waiver is requested, comparing the projected budget with the actual budget from the most recently held event. The budget must be detailed and include income from all sources; and all event expenditures listed by category including SCC and City of Scottsdale services, permit fees, booth rentals, sound and production, facility rental, food and beverage, concessions, staff, etc. The budget will be used to determine the extent to which an organization has obtained diversified funding, in-kind contributions and volunteer resources to leverage the SCPA's fee waiver. In order to be granted a fee waiver, an organization must have a proposed budget on file, which projects a break-even or profitable event, when calculated using the fee waiver requested.

For an application to be accepted it must be complete and include the above attachments. Incomplete applications will be returned to the Organizer. The Organizer will then have **five (5)** working days to resubmit the required application materials, provided the application deadline has not lapsed.

FEE WAIVER REVIEW

Once applications are submitted, SCPA staff reviews applications for completeness. New fee waiver applications must be approved by the SCPA. SCPA Staff will inform applicants of the date and time at which the NPRSP Committee will review the applications. The NPRSP Committee meets to review applications at least twice per fiscal year in July and January. Applicants will be notified of the NPRSP Committee's decision, and in the event that a request for fee waiver is declined, applicant will have 10 business days from the date of notification to cancel their event for a full refund and no administrative fee will be levied. Once the 10 business day window has passed, the booking contract's original cancellation policy will apply.

Special Note: For Fee Waivers for equipment, limited use of SCC's facilities and equipment will be made available at no direct cost to the organization subject to the following conditions:

- That the equipment is to be operated by an SCC employee accredited to operate that equipment;
- That the equipment is available and in the facility;
- That public liability insurance and personal workers insurance be held;
- SCC hire rate and wages with appropriate overhead will be charged for SCC labor to operate equipment.

Special Note: SCC/NPRSP Committee will not approve requests for financial contributions to **reimburse** rates payments, fees and charges, health inspection fees, health approvals or development application fees.

ORGANIZATIONAL ELIGIBILITY CRITERIA

1. The SCPA will not grant fee waivers to, or in aid of, any religious sect, church, creed or sectarian purpose.
2. Only not for profit organizations may be eligible for fee waivers.
3. To be eligible for a fee waiver the event must have been held the prior year. New events are required to be held at least once before they will be considered for a fee waiver.
4. Events must generate less than \$50,000 in net revenue (based on financial statements from the prior year's event, or current projected budget) to be considered for a fee waiver.
5. Events must be open to the public.
6. Organizations holding fundraising events must provide a benefit or contribution to the SCC. The organization raising the funds must primarily serve Scottsdale residents or businesses or contribute the majority of the funds raised to SCC programs or services (based on financial statements from the prior year's event).
7. There must be a demonstrated level of community support for the application.
8. Organizations excluded from eligibility in the NPRSP include:
 - a. Bookings for consecutive multi-week runs, such as extended theatrical events and productions;
 - b. An event discounted via a separate contractual agreement with the SCC;
 - c. An event for which the SCC waives its liquor license in order for the non-profit organization to apply for a Special Event Liquor License.
9. Subject to the above stipulations, in order to be eligible for a fee waiver, the sponsoring organization must meet the following prerequisites:
 - a. Must submit the NPRSP application and all required attachments by the deadline.
 - b. Must submit proof of non-profit status.
 - c. Must have been in active service to the public for at least one year prior to the date of application.
 - d. Must provide services to the citizens of Scottsdale.
 - e. Must have no outstanding debts payable to the City of Scottsdale or the SCC.
 - f. Must demonstrate the ability to produce a well-planned, safe event.

The sponsoring organization must also agree to do the following:

- a. Obtain all required permits, clearances, insurance and event authorization in a timely manner, in cooperation with SCPA Facility Rentals Department.
- b. Acknowledge the support of the SCC where appropriate, and to include on all printed information and advertising related to the event for which fees were waived the following:

“This program has been made possible, in part, through assistance from the Scottsdale Cultural Council”

Preference may be given to organizations that are:

- a. Holding an event that is of a citywide interest and that demonstrates an ability to attract an audience of at least 500.
- b. Planning an event that benefits or enhances the general economic condition of the Scottsdale Cultural Council or the City of Scottsdale's business community; that culturally enriches and/or promotes the Scottsdale Cultural Council and/or the City of Scottsdale.

REQUESTS OUTSIDE OF LISTED POLICY

The SCC/NPRSP Committee may consider requests for assistance that are outside the scope of this policy. Each request will be considered on its merits without precedent.

EXCEPTION TO THE POLICY

The SCC Community Arts Grant program is a separate program and this policy does not affect applicants or awardees of that program. For more information about the SCC Community Grants program, see www.sccarts.org.

APPEAL PROCESS

The decisions of the NPRSP Committee in awarding of waivers are final and not subject to appeal.

Event Title: _____

Type of Event: Festival Theatrical Dance / Recital School / Graduation

Lecture/Seminar Music / Concert Other (Specify): _____

Event Date(s)/Time(s):

Setup Start Day/Date: _____ **Start Time:** _____ AM/PM

Event Start Day/Date: _____ **Start Time:** _____ AM/PM

Event End Day/Date: _____ **End Time:** _____ AM/PM

Load-Out End Day/Date: _____ **End Time:** _____ AM/PM

Alternate Start Date # 1: _____ (remaining schedule to follow as above)

Alternate Start Date # 2: _____ (remaining schedule to follow as above)

Estimated Attendance: _____ **Admission Charged?** Yes No

Alcoholic Beverages Served? Yes No **If yes, Special Event Liquor License?** Yes No

Facility(ies) Requested / Event Location(s):

Organizer Contact Information: (This information will be used by SCPA staff to contact you)

Organization Name: _____ **Non Profit ID#** _____

Contact Person: _____ **Day Phone:** _____

Mailing Address: _____ **Eve Phone:** _____

City/State/Zip: _____ **Email:** _____

Alternate Contact: _____ **Day Phone:** _____

Eve Phone: _____

Public Contact Information: (This information will be posted online for the public to obtain event information)

Name / Phone: _____ **Email:** _____

Web Site address: _____

Categories of Request for Rental Support (check appropriate box(es) and indicate dollar amount):

- | | |
|--|----------|
| <input type="checkbox"/> Facility Fee Waiver(s) | \$ _____ |
| <input type="checkbox"/> A/V Equipment Fee Waiver(s) | \$ _____ |
| Other | \$ _____ |
| TOTAL | \$ _____ |

Details of Request for Rental Support (i.e. type and estimated hours of labor support, facilities to be used, equipment needs, etc.):

Please provide a written statement of need explaining why Rental Support is being requested:

Organization Background:

Note: Group constitution/by-laws may be submitted in place of completing #1 and #2 below.

- 1. Provide a brief outline of your organization, and indicate if it is incorporated as a non-profit organization:**

- 2. What are the general objectives/services of your organization?**

3. How many volunteers participate in your program?

4. Does your organization provide a service to:

a. All citizens _____

b. A specific group _____

c. A specific area _____

If yes, specify: _____

If yes, specify: _____

5. In what geographical area does your organization operate?

6. Have you received Rental Support from the SCC or SCPA within the past three years? If yes, please indicate amount and when support was received.

7. What other steps are being taken to generate revenues (i.e. admission/participation fees, merchandise sales, etc.)?

8. Does the organization project to be fully self-supporting at some time in the future?

9. Please list the names and titles of the executives of your organization:

Event Budget

(Name of Organization & Event)

For the Year Ending _____

<u>Revenue:</u>	<u>Current Budget</u>	<u>Last Year Actual</u>
<i>Earned (list separately; include ticket sales, user fees, merchandise sales, etc.)</i>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<i>Contributed (list separately; include private and public grants, endowment income, donations, etc.)</i>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL EVENT REVENUES	\$ _____	\$ _____
<u>Expenses:</u>		
<i>Staff/Artist/Labor Costs</i>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<i>Administrative Costs (rental fees, marketing and promotions, etc.)</i>		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Event Program Costs (equipment, maintenance, supplies, etc.)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL EVENT EXPENSES	\$ _____	\$ _____
Surplus/Deficit:	\$ _____	\$ _____
Net Cash Flow	\$ _____	\$ _____

MANDATORY ATTACHMENTS

Required for all NPRSP applications. Prepare as described.

Applications without necessary attachments will not be accepted.

SITE DIAGRAM or ROUTE MAP

A detailed drawing depicting the proposed activity's layout, including the number and location of any booths, tables, stages, fences, waste receptacles, signage, portable toilets and all other event equipment. For parades, runs, walks, and races: a detailed map showing the proposed activity's complete route, staging area, start and finish points, direction of movement and proposed street closures. For street closures, indicate the specific lane(s) requiring closure.

EVENT DESCRIPTION

Two separate descriptions should be submitted with application. **1) A brief event description**, of 50 words or less should be submitted for use on website. **2) A detailed event description** should be submitted describing all aspects of the event including: logistics, schedule of events, changes from previous years events, and any other relevant information.

FINANCIAL STATEMENTS

Please attach a current IRS Form 990 from the applying organization. Please ensure that the event budget in the application is complete and accurate. If the event is a fundraiser please also identify what the revenue is going towards. If this is the first year for the event please indicate such in the "Last Year Actual" column of the budget worksheet.

REQUIRED SERVICES AND CITY PERMITS

The following is a list of SCPA services and City of Scottsdale Permits that may be required for the event; please check the box to indicate whether the service is required, or if a permit will be requested:

<u>SERVICE/PERMIT</u>	<u>INSTRUCTIONS</u>
<input type="checkbox"/> Alcohol	Contact the SCC Food and Beverage Manager
<input type="checkbox"/> Police/Security	To be determined at pre-event meeting
<input type="checkbox"/> Sales Vendors	Obtain permit from City of Scottsdale, Tax and License Registration
<input type="checkbox"/> Insurance	Submit certificate of insurance to SCPA (Required for all special events)
<input type="checkbox"/> Street Closure	Submit diagram of all streets to be closed
<input type="checkbox"/> Food sales/service	Contact caterers only from the SCPA's Preferred Caterer List
<input type="checkbox"/> Electrical Power	Submit electrical worksheets to SCPA
<input type="checkbox"/> Safety Inspection	Review Maricopa County Health Codes, and City of Scottsdale Fire Department Regulations (Required for food booths, cooking, generators, tents, canopies)

DECLARATION

As an authorized representative of the organization conducting this event, I hereby declare that:

1. I have received the SCC Rental Information Packet;
2. I have included all the mandatory attachments with this application;
3. The information contained in this application and attachment(s) is true and correct to the best of my knowledge.

Signature _____ **Date** _____

Print Name _____