



Nonprofit Rental Support Program Policy

**FOR
SCOTTSDALE ARTS
SCOTTSDALE CENTER FOR THE PERFORMING ARTS
SCOTTSDALE MUSEUM OF CONTEMPORARY ART
FACILITY RENTAL DEPARTMENT
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www.ScottsdalePerformingArts.org/about/rental-opportunities

OFFICE HOURS:
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or by appointment, seven days a week

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POLICY STATEMENT

The nonprofit Scottsdale Arts values and recognizes the role of community groups and organizations within our area and works to support them in a variety of ways.

By supporting these groups, we can help foster the enjoyment, appreciation and development of sports, arts, heritage, recreation and other community activities within the City of Scottsdale and surrounding areas. In addition, this support provides for the general economic benefit of the city's business community, cultural enrichment and promotion of the arts. In order to expand the access of Scottsdale residents to a wide range of cultural experiences, Scottsdale Arts provides a limited number of rental fee waivers to local nonprofit organizations.

This policy is intended to outline a structure and process for providing rental fee support to community organizations that is open, transparent, legal and equitable, and that furthers the aims and objectives of Scottsdale Arts.

PURPOSE/OBJECTIVES

Scottsdale Arts receives a range of requests for fee waiver support and assistance from community organizations and individuals.

The Nonprofit Rental Support Program ("NPRSP") policy coordinates Scottsdale Arts' response to these requests and ensures that the decisions to provide this support are based on objective criteria and a consistent application of procedures.

Fee waivers to eligible organizations may be considered upon filing an application with the

Scottsdale Arts Facility Rentals Department by the established deadlines. Approval of fee waiver requests is made by the NPRSP committee, appointed by the president/CEO of Scottsdale Arts. Costs for events, other than those fees waived by Scottsdale Arts, shall be borne by the sponsoring/presenting community organization and are due 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 nonprofit organizations;
- Provide groups and organizations that have limited funds to undertake valuable community initiatives;
- Enhance and assist existing community initiatives, events and celebrations;
- Provide opportunity via community celebrations, events and functions for residents and visitors to enhance their appreciation of local heritage, culture and natural attributes;
- Contribute to a vibrant cultural and community life;
- Create opportunities that develop the knowledge, skills and confidence of community members;
- Encourage high participation levels in community life;
- Create opportunities to promote Scottsdale Arts, the City of Scottsdale and its residents;
- Strengthen rapport with community groups and organizations;
- Support and develop community and cultural activities that enrich and extend personal and community engagement; and
- 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 Scottsdale Arts 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 the Scottsdale Arts Facility Rentals Department no later than **June 30** for events occurring during the following full fiscal year (July 1 through Dec 31) and no later than **Dec. 31** for the remainder of the fiscal year (Jan. 1 through June 30).

APPLICATION REQUIREMENTS

Each applicant will be required to submit:

1. A completed Nonprofit 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 and 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 include all event expenditures listed by category. These include Scottsdale Arts 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 Scottsdale Arts' fee waiver. To be granted a fee waiver, an organization must have a proposed budget on file that 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 passed.

FEE WAIVER REVIEW

Once applications are submitted, Scottsdale Arts staff reviews applications for completeness. New fee waiver applications must be approved by Scottsdale Arts, and staff will inform applicants of the date and time at which the NPRSP committee will review applications. The NPRSP committee meets to review applications at least twice per fiscal year, in July and January.

Applicants will be notified of the committee's decisions. If a request for fee waiver is declined, applicants will have 10 business days from the date of notification to cancel their events for a full refund and no administrative fees will be levied. Once the 10-business-day window has passed, the booking contract's original cancellation policy will apply.

Note: For fee waivers for equipment, limited use of Scottsdale Arts 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 a Scottsdale Arts employee accredited to operate it;
- That the equipment is available and in the facility;
- That public liability insurance and personal workers' insurance be held;
- That Scottsdale Arts hire rate and wages, with appropriate overhead, be charged for Scottsdale Arts labor to operate equipment.

Special Note: Scottsdale Arts/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. Scottsdale Arts will not grant fee waivers to, or in aid of, any religious sect, church or creed, or for any 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 Scottsdale Arts. The organization raising the funds must primarily serve Scottsdale residents or businesses, or contribute the majority of the funds raised to Scottsdale Arts 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 Scottsdale Arts;
 - c) An event for which Scottsdale Arts waives its liquor license in order for the nonprofit 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**:
 - a) Submit the NPRSP application and all required attachments by the deadline.
 - b) Submit proof of nonprofit status.
 - c) Have been in active service to the public for at least one year prior to the date of application.
 - d) Provide services to the citizens of Scottsdale.
 - e) Have no outstanding debts payable to the City of Scottsdale or Scottsdale Arts.
 - f) Demonstrate the ability to produce a well-planned, safe event. The sponsoring organization **MUST** also agree to:
 - Obtain all required permits, clearances, insurance and event authorization in a timely manner, in cooperation with the Scottsdale Arts Facility Rentals Department.
 - Acknowledge the support of Scottsdale Arts where appropriate, and include on all printed information and advertising related to the event for which fees were waived, the following:
"This event has been made possible, in part, through assistance from Scottsdale Arts."

Preference may be given to organizations that are:

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

REQUESTS OUTSIDE OF LISTED POLICY

The Scottsdale Arts/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 Scottsdale Arts 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 Community Grants Program, visit www.ScottsdaleArts.org/about/community-arts-grant-program/.

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 No. 1: _____ (remaining schedule to follow as above)

Alternate Start Date No. 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 Scottsdale Arts staff to contact you.)

Organization Name: _____ Nonprofit ID No. _____

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: _____

Website: _____

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) | \$ _____ |
| <input type="checkbox"/> Other | \$ _____ |
| TOTAL | \$ _____ |

Details of Request for Rental Support (i.e. 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/bylaws may be submitted in place of completing items No. 1 and No. 2 below.

- 1. Provide a brief outline of your organization, and indicate if it is incorporated as a nonprofit 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

☐If yes, specify:

c. A specific area

☐If yes, specify:

5. In what geographical area does your organization operate?

6. Have you received rental support from Scottsdale Arts 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 and Event)

For the Year Ending: _____

Revenue**Current Budget****Last Year Actual****Earned** (list separately; include ticket sales, user fees, merchandise sales, etc.)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Contributed (list separately; include private and public grants, endowment income, donations, etc.)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL EVENT REVENUES	\$ _____	\$ _____

Expenses:**Staff/Artist/Labor Costs**

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Administrative Costs (rental fees, marketing and promotions, etc.)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

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 year's 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 Scottsdale Arts 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:

SERVICE/PERMIT**INSTRUCTIONS**

- | | |
|---|---|
| <input type="checkbox"/> Alcohol | Contact Scottsdale Arts Food & 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 Scottsdale Arts (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 Scottsdale Arts Preferred Caterer List. |
| <input type="checkbox"/> Electrical Power | Submit electrical worksheets to Scottsdale Arts. |
| <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:

- I have received the Scottsdale Arts rental information packet;
- I have included all the mandatory attachments with this application;
- The information contained in this application and attachment(s) is true and correct to the best of my knowledge.

Signature _____ **Date** _____

Print Name _____