

# Allegany Arts Council Community Room Guidelines and Fees

The Allegany Arts Council's (AAC) Community Room (CR) is a venue for live music, literary readings, small theatrical performances, classes, workshops, meetings, presentations, and much more. The CR has a small, raised stage and a seating capacity (theatre style) of about 75 people. Ten 5-foot tables are also available for use in the space, and can be configured to suit a variety of needs. Use of the CR includes access to a kitchen/box office room, a utility sink, restrooms, and the AAC's sound & lighting system. The guidelines and fees for the use of this facility (see below) are intended to make the CR as accessible as possible to the members of the AAC and the general community, with the fundamental goal of creating new opportunities for arts programming in Allegany County. For questions, please email Robin Vereen at [rvereen@allconet.org](mailto:rvereen@allconet.org) or call the Allegany Arts Council at 301-777-ARTS (2787).

## General Terms & Conditions

- Use of the CR is intended for art-related activities, and is available on a first come, first served basis for members of the AAC. The use of the CR by non-members and/or for non arts-related purposes is at the discretion of the AAC Executive Director, and is subject to the additional fees listed below. The CR may not be used for religious or political activities.
- The AAC and the CR are non-smoking facilities, and candles or open flames are not permitted.
- Events and activities in the CR must be scheduled in advance in the official CR calendar.
- A disproportionate usage of the CR by any one individual or group, or for any one purpose, may need to be regulated by the AAC Executive Director.
- Events or activities that occur in the CR outside normally staffed hours of operation may be subject to an additional fee, based on the circumstances of use.
- At the conclusion of any event or activity, all users of the CR must return the space to the condition in which it was received.
- A \$100 security deposit is required for use of the CR. Depending on the nature of the event or activity additional insurance coverage may be required.
- AAC reserves the final right of approval for all events or activities that take place in the CR.

## Ticketed Performances or Events

### *AAC Members:*

- \$25 set-up fee for single-date events (\$50 set-up fee for multi-date events)
- AAC will retain a 30% commission on the event proceeds (excluding concessions)

### *Non-Members:*

- \$50 set-up fee for single-date events (\$100 set-up fee for multi-date events)
- AAC will retain a 30% commission on the event proceeds (excluding concessions)

## Fee-based Workshops or Classes

### *AAC Members:*

- \$75 rental charge per day (up to 8 hours), or \$50 rental charge per ½ day (up to 4 hours) during regular hours of operation. Additional staff time, if needed, will be assessed at \$15/hour.

### *Non-Members:*

- \$150 rental charge per day (up to 8 hours), or \$100 rental charge per ½ day (up to 4 hours) during regular hours of operation. Additional staff time, if needed, will be assessed at \$15/hour.

## Non Fee-based Events or Activities (e.g., monthly meetings, free public events, special functions)

### *AAC Members:*

- No rental charge for first use in each month. Events or activities held outside of regular hours of operation may require an additional fee of \$15/hour for an AAC staff member to remain on-site.
- Additional uses in the same month: \$50/hour rental charge (includes AAC staff time)

### *Non-Members:*

- \$75/hour rental charge (includes AAC staff time)