

Conditions and Requirements for Arlington Commission for the Arts Funding, General Operating Grants

Organizations must:

- Be headquartered in and have an identity with Arlington County and perform, produce or present arts events primarily within Arlington County.
- Provide access to the arts for Arlington citizens at reasonable costs.
- Demonstrate the artistic and managerial skills that are appropriate for the type and nature of the organization.
- Demonstrate participant or community interest and support or the potential to generate this interest and support (e.g., audience, funding, membership, etc.).
- Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In addition, grantees may not discriminate on the basis of age, gender, or sexual orientation.
- Comply with Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall, solely by reason of the person's handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Be governed by a volunteer board of directors that reflects diverse community representation.
- Be recognized as tax exempt under Section 501(c) (3) of the Internal Revenue Service Code or have applied for tax-exempt status and be utilizing County resources for an appropriate, charitable purpose.
- Produce a regular program of performances, exhibitions, readings classes, etc., that is consistent with the medium and mission of the organization.
- Not have violated any conditions imposed by the Commission in connection with any support granted in any previous grant period.
- Give the County Board, the Commission and the Cultural Affairs Division due credit in its list of supporters and in any promotional materials of the grantee's activities.
- Maintain accurate and complete financial records and authorize the Commission and appropriate County Staff to have access to those records.
- Adhere to applicable County laws, codes (e.g. zoning, health, safety, etc.), regulations, and policies.
- Not use any part of grant awards for any activity intended to influence a member of the County Board, the Commission, or any Advisory Panel.

Conditions and Requirements for Arlington Commission for the Arts Funding Project Grants

Organizations must:

- Be headquartered in and have an identity with Arlington County and perform, produce or present arts events primarily within Arlington County.
- Provide access to the arts for Arlington citizens at reasonable costs.
- Demonstrate the artistic and managerial skills that are appropriate for the type and nature of the organization.
- Demonstrate participant or community interest and support or the potential to generate this interest and support (e.g., audience, funding, membership, etc.).
- Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In addition, grantees may not discriminate on the basis of age, gender, or sexual orientation.
- Comply with Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall, solely by reason of the person's handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Be governed by a volunteer board of directors that reflects diverse community representation.
- Be recognized as tax exempt under Section 501(c) (3) of the Internal Revenue Service Code or have applied for tax-exempt status and be utilizing County resources for an appropriate, charitable purpose.
- Produce a regular program of performances, exhibitions, readings classes, etc., that is consistent with the medium and mission of the organization.
- Not have violated any conditions imposed by the Commission in connection with any support granted in any previous grant period.
- Give the County Board, the Commission and the Cultural Affairs Division due credit in its list of supporters and in any promotional materials of the grantee's activities.
- Maintain accurate and complete financial records and authorize the Commission and appropriate County Staff to have access to those records.
- Adhere to applicable County laws, codes (e.g. zoning, health, safety, etc.), regulations, and policies.
- Not use any part of grant awards for any activity intended to influence a member of the County Board, the Commission, or any Advisory Panel.

In addition, all activities funded under the Project Grant Program must:

- Involve or be open to the public
- Provide a service to or for the arts community; and/or
- Improve an institution's or an individual's management skills

The creation of new work is not funded unless it will be exhibited, performed, or otherwise shared with the public during the Grant Period.

Project Grants funding is not awarded to support General Operating Expenses of an Applicant, Applicants may cover some overhead costs (e.g. staff salaries, space rental) with Project funds; however, the percentage should not generally exceed 15% of the total Project budget.

A final report on the grant activities will be due no later than June 30, 2013. Please notify the grants officer by May 31, 2013 if the project will not be complete by June 30, 2013 – a status report will be accepted at that time. The final report will trigger the release of the final payment on the grant.

Conditions and Requirements for Arlington Commission for the Arts Funding – Spotlight Grant Program (Individual Artists)

Individuals must:

- Have resided in Arlington County for one year prior to the application deadline.
- Be and remain a resident of Arlington County during the grant period.
- Be a practicing artist.

Develop and present innovative new arts projects or programs that will:

- Be presented at least once in Arlington during the grant period, which is July 1 through June 30. Public presentations must be directly related to the work or activities funded by the grant and may take the form of artists' talks, exhibitions, outreach activities and/or educational seminars or other activities as deemed appropriate by the arts commission.
- Provide access to the arts for Arlington citizens at reasonable or no cost.
- Demonstrate the artistic and managerial skills that are appropriate for the type and nature of the project.
- Demonstrate participant or community interest and support or the potential to generate this interest and support.

Cultural Affairs staff is available to provide technical assistance during the grant period to supported artists with one of the following: management expertise; staff consultation; promotional assistance and space consultation related to the art project.

Additionally, the Spotlight Grant Project must:

- Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In addition, grantees may not discriminate on the basis of age, gender, or sexual orientation.
- Comply with Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall, solely by reason of the person's handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Not have violated any conditions imposed by the Commission in connection with any support granted in any previous grant period.
- Give the County Board, the Arts Commission and the Cultural Affairs Division due credit in its list of supporters and in any promotional materials of the grantee's activities.
- Maintain accurate and complete financial records and authorize the Commission and appropriate County Staff to have access to those records.
- Adhere to applicable County laws, codes (e.g. zoning, health, safety, etc.), regulations, and policies.
- Not use any part of grant awards for any activity intended to influence a member of the County Board, the Commission, or any Advisory Panel.

Project Grants funding is not awarded to support General Operating Expenses of an Applicant, Applicants may cover some overhead costs (e.g. staff salaries, space rental) with Project funds; however, the percentage should not generally exceed 15% of the total Project budget.

A final report on the grant activities will be due no later than June 30, 2013. Please notify the grants officer by May 31, 2013 if the project will not be complete by June 30, 2013 – a status report will be accepted at that time. The final report will trigger the release of the final payment on the grant.

Conditions and Requirements for Arlington Commission for the Arts Funding Space and Services

Organizations must:

- Be headquartered in and have an identity with Arlington County and perform, produce or present arts events primarily within Arlington County.
- Provide access to the arts for Arlington citizens at reasonable costs.
- Demonstrate the artistic and managerial skills that are appropriate for the type and nature of the organization.
- Demonstrate participant or community interest and support or the potential to generate this interest and support (e.g., audience, funding, membership, etc.).
- Comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. In addition, grantees may not discriminate on the basis of age, gender, or sexual orientation.
- Comply with Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall, solely by reason of the person's handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- Be governed by a volunteer board of directors that reflects diverse community representation.
- Produce a regular program of performances, exhibitions, readings classes, etc., that is consistent with the medium and mission of the organization.
- Not have violated any conditions imposed by the Commission in connection with any support granted in any previous grant period.
- Give the County Board, the Commission and the Cultural Affairs Division due credit in its list of supporters and in any promotional materials of the grantee's activities.
- Maintain accurate and complete financial records and authorize the Commission and appropriate County Staff to have access to those records.
- Adhere to applicable County laws, codes (e.g. zoning, health, safety, etc.), regulations, and policies.
- Not use any part of grant awards for any activity intended to influence a member of the County Board, the Commission, or any Advisory Panel.

Status as a Supported Arts Organization Arlington County, Virginia

What does being a “supported group” mean?

“Supported groups” are those who have applied for and been approved for General Operating Support from the annual Arlington Commission for the Arts grant program.

All supported groups share county resources. General Operating Support *can* include the following (subject to eligibility, approval, and availability):

- Cash grants
- Access to the following performance facilities*, managed by the Cultural Affairs Division:
 - Gunston Arts Center Theatre One
 - Gunston Arts Center Theatre Two
 - Thomas Jefferson Theatre
 - Theatre on the Run
- Grants of Design and/or Technical Services (Due to severe budget cuts these services are limited)
- Access to the Scene Shop
- Access to the Costume Collection
- Access to rehearsal rooms and dance studios*
- Access to photocopier, with monthly copying allowance

* The County assesses a 10% surcharge on all ticket or tuition/class fee income generated by supported groups in Arlington County and school-owned facilities. Other use fees may apply.

Supported groups also have priority in accessing Cultural Affairs Division staff for consultation on a variety of topics, including marketing, organization development, technical theatre, and community outreach.

Supported groups have a presence on the website arlingtonarts.org, and are included in promotional and educational opportunities through the Cultural Affairs Division.

ARLINGTON COUNTY
POLICY FOR THE SUPPORT OF
ARTS ORGANIZATIONS AND ARTISTS

(as approved by the Arlington County Board on December 8, 1990)

GOALS

Recognizing the important role that cultural activities play in determining quality of life, Arlington County (the "County") has demonstrated a longstanding commitment to support the arts. The following goals are set forth in the furtherance of this commitment:

1. To create a climate within the County that is conducive to the growth and development of Arlington's artists and arts organizations through public and private support.
2. To foster the development of excellence and diversity in the arts insuring that a varied program of cultural activities is available to satisfy the interests of Arlington's citizens.
3. To guarantee to all artists and arts organizations an open and fair policy which assures equal access to County arts resources.
4. To encourage development of a public/private partnership in support of the arts.

By providing facilities, financial and technical support and administrative services to artists and cultural organization, the County seeks to help these artists and cultural organizations establish themselves in the County, develop a broad base of financial and community support, and improve their artistic, technical and managerial competence.

It is the policy of the County to support artistic freedom and artistic creativity so long as this support helps the County achieve the goals set forth in this statement of policy, and thus the Commission will not exercise control over artistic endeavors of or impose content restrictions on recipients of County resources.

RESOURCES

The Arlington Commission for the Arts (the "Commission") is responsible for distribution of arts resources available to the County from public and private sources among Arlington artists and cultural organizations during each fiscal year of the County (the "grant period"). Resources available to the County from these sources may include facilities, financial support, administrative

services and technical support.

Depending upon available resources, the Commission will be (i) allocating to individual artists and organizations facilities, administrative services and technical support, and (ii) making recommendations to the County Board to fund specific projects proposed by organizations and individual artists and for general operating support for organizations.

ELIGIBILITY FOR SUPPORT

A. Organizations

In order to be eligible to receive County resources (e.g. facilities, administrative services, limited technical support), an organization must:

1. Be headquartered in and have an identity with Arlington County and perform, produce or present arts events primarily within Arlington County.
2. Provide access to the arts for Arlington citizens at reasonable costs.
3. Demonstrate the artistic and managerial skills that are appropriate for the type and nature of the organization.
4. Demonstrate participant or community interest and support or the potential to generate this interest and support (e.g., audience, funding, membership, etc.).
5. Comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
6. Comply with Section 504 of the Rehabilitation Act of 1973 which states that no otherwise qualified person shall, solely by reason of the person's handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

In order to be eligible to receive financial or extensive technical support, an organization must meet all of the criteria listed above, and:

1. Be governed by a volunteer board of directors that reflects diverse community representation.
2. Be recognized as tax exempt under Section 501(c)(3) of the Internal Revenue Service Code or have applied for tax exempt status and be utilizing County resources for an appropriate, charitable purpose.
3. Produce a regular program of performances, exhibitions, readings classes, etc., that is consistent with the medium and mission of the organization.
4. Not have violated any conditions imposed by the Commission in connection with any support granted in any previous grant period.

B. Individuals

In order for an individual artist to be eligible to receive County resources, he/she must:

1. Be a practicing artist producing, composing, writing, presenting or supporting dance, literary arts, media arts, music, theatre, visual arts or related arts; and
2. Have given, performed or exhibited, or have had works written or composed, read or performed, in either case to the public at least twice in the past three calendar years.

In order for an individual artist to receive financial support, he/she must meet all the criteria listed above, and:

1. Be a legal resident of the County;
2. Not previously received financial support from the County within the prior two grant periods;
3. Not have violated any condition imposed by the Commission in connection with any previous Commission funded project; and
4. Be seeking funds for a specific project (as distinguished from general operations funding) which results in the provision of a product or service that will be available to the public for the benefit of Arlington County.

APPLICATION PROCESS

The application process for those organizations and individuals meeting the eligibility requirements commences with the submission of an Application for Support form to the Cultural Affairs Division.

Division staff will audit the application and if appropriate and necessary will interview the applicant in preparation for the application's referral to advisory panel(s). These panels, appointed by the Commission, will review applications in detail and recommend the appropriate level of support for the applicant to the Commission. The Commission for the Arts will, in turn, utilize staff and advisory panel recommendations and information to develop its recommendations to the County Board regarding level of funding and its decisions regarding the distribution of facilities and services.

A letter of Agreement will be negotiated between the County and those applicants approved for support during the grant period.

Applicants who are refused the support requested may appeal to the Commission in writing.

CRITERIA FOR EVALUATING APPLICATIONS

Taking into account the current cultural program balance and diversity within the County, the Commission will use the following criteria to determine if support of an applicant with County resources is warranted:

1. Artistic excellence or artistic growth exhibited by the applicant
2. Service to the community by the applicant
3. Diversity of community interest and involvement in the organization's programs.
4. Managerial competence and growth of the applicant
5. Demonstration of a commitment of the applicant to the County's minority or ethnic interests.

ARLINGTON COUNTY COSTUME SHOP

COSTUME COLLECTION RENTAL POLICY

GENERAL:

The Arlington County Costume Collection is made available for rentals to theatres, schools, civic groups, churches, businesses, performing arts organizations and government agencies as staff time and stock availability permits. Since the costume collection is primarily a resource for the use of organizations supported by Arlington County and their productions, some restrictions may apply to the public. The Costume Shop does not have a shipping department and generally cannot accommodate out of town rentals. The costume shop is not a retail rental house and cannot accommodate individual customers.

DEFINITIONS:

Costume Shop: refers to the physical shop, its staff and the costume collection. It is part of the Arlington Cultural Affairs Technical Unit.

Client: Any individual or organization that checks out costumes from the Costume Shop. This includes Supported Groups.

Supported Group: Any arts organization granted support by Arlington County, the Arlington Arts Commission or the Office of Heritage Arts. Supported Groups rent costumes at a discounted rate, are eligible for design and construction services not available to others and are given priority access to the collection. All costumes built as a part of a grant become the property of the Costume Shop.

REQUESTS & APPOINTMENTS:

Prospective clients are encouraged to contact the costume shop well in advance of their project to determine if the items they need exist in the collection and to schedule appointments for consultation or pick-up.

The county costume staff is available to assist clients with their costume needs. All prospective clients should be prepared to provide complete information to Staff with all of their costume requirements and their production dates. Costumes may only be rented up to one month prior to performances.

PICK-UP:

Appointments are required for both costume pick-ups and returns.

The client will sign an itemized list of all costumes checked out, the rent charged, the replacement value for each costume and the maximum total cleaning charge. The client agrees to abide by the Terms and Conditions printed on the check-out sheet. The rental return date is also indicated on the check-out sheet.

PAYMENTS:

Both a rental fee and a deposit are required at time of pick-up and both payments will be processed. The deposit is based on the value of the costumes checked out. These payments may be made by check, credit card or a purchase order.

Checks: All checks are to be made payable to "Treasurer, Arlington County". All checks will be deposited promptly. Deposit refund checks will be issued after an order is closed. Returned check fees will be assessed according to county policy.

Credit Cards: Rental charges and Fees will be immediately processed. A credit card hold will be placed for the amount of the deposit.

Purchase Orders: Purchase orders may be accepted from approved government or educational institutions. With a Purchase Order, the PO number acts as the deposit. No costumes may be taken until the PO number is provided.

CLEANING AND LAUNDERING:

The Client is responsible for the dry-cleaning and/or laundering of costumes. Clients will be charged for all costumes that are returned unlaundered. All dry cleaning must be done by professional dry cleaners. Self service dry cleaning is not acceptable and renters may be asked to verify that costumes were professionally dry cleaned.

RETURNS:

Appointments are required for costume returns.

Costumes will be checked for condition and cleanliness. Any charges incurred will be subtracted from the deposit, and the client will be invoiced for any remaining balance. A check-in sheet will be provided as a receipt for all partial and/or complete check-ins.

TERMS AND CONDITIONS:

Please Note: The Client is responsible for any damage incurred by their artistic staff. Any Client with an overdue balance will not be allowed to rent costumes from the collection until such debt is satisfied.

ALTERATIONS AND MAINTENANCE: All alterations must be temporary and costumes must be restored before return. No dyeing, distressing, cutting or other permanent alteration of costumes is permitted without prior approval.

DEPOSITS: Deposits are based on the total replacement cost of the order as follows:

Replacement Cost	Deposit
Up to \$1,000	\$100
Over \$1,000	10% of replacement cost

LATE CHARGES: All will be strictly enforced. Rent will continue to accrue at a weekly rate until costumes are returned. Costumes will be considered lost if not returned or replaced within four (4) weeks of due date. The following late charges will be assessed if an order is not returned on time.

Up to 1 week late	5% of deposit
Up to 2 weeks late	10% of deposit
Up to 3 weeks late	20% of deposit
Up to 4 weeks late	40% of deposit
After 4 weeks	100% of deposit plus full replacement cost.

DAMAGED/LOST ITEMS: Clients agree to reimburse the County at full replacement value for lost or severely damaged items. Labor and materials costs will be charged for costume items that are less seriously damaged.

TRADE: "In kind" replacement of lost or damaged costumes will be negotiated at the discretion of the Costume Shop.

WAIVER OF FEES: Fees can only be waived with the approval of the Arlington County Technical Director.

CONTACT:

Street Address (Mail is not delivered to this address): Gunston Center 2700 South Lang Street Arlington, VA 22206	Mailing Address: Costume Shop Arlington Cultural Affairs 3700 South Four Mile Run Drive Arlington, VA 22206
Phone: 703.228.6974	Fax: 703.228.6973
E-Mail: Costumes@arlingtonva.us	

ARLINGTON COUNTY COSTUME SHOP

COSTUME COLLECTION RENTAL POLICY

SUPPORTED GROUPS ADDENDUM:

RENTAL DISCOUNT: Rental discount for Supported Groups is 75% of production rate. This does not apply to deposits, cleaning, replacement charges, repairs or late fees.

CHECK OUT OF COSTUMES "ON APPROVAL": No rent will be charged for costumes checked out "on approval" if they are returned unused on or before a prearranged date.

DEPOSIT CAP: The maximum production deposit for a supported group will be \$250.

GRANTED DESIGN/CONSTRUCTION SERVICES: Supported groups are eligible to apply for "in-kind" service grants for costume design and/or construction. With these grants the Costume Shop will design and/or build the costumes and the supported group pays for all materials. All costumes built as a part of a production grant become the property of the Costume Collection. These grants are applied for as part of the annual grant application process.

PERIOD COSTUME SUBSIDY: In addition to the Design/Construction grants, supported groups may apply for additional support for productions where the costumes are of a period and/or style that will enhance the Costume Collection. Support for these productions will include part or all of the materials cost and a waiver of rental charges for the production (including costumes pulled from stock). These subsidies are applied for separately and will be awarded based on the following criteria:

- Is this period/style under-represented in the collection?
- Is there a foreseeable demand for this period/style?
- Would these costumes be difficult or costly to acquire through other means?

A production of *Hamlet* in Elizabethan costumes would most likely meet these criteria. A production of *Grease* with 1950's prom dresses probably would not. Awards will be based on availability of resources and some restrictions will apply. Application for a Period Costume Subsidy is in addition to from the main grant process and is made directly to the Costume Shop.

SHOP USE: Supported groups are eligible to request use of the shop to build costumes. Shop users must demonstrate a working knowledge of safe and proper use of the costume equipment and pay a weekly use fee. Groups using the shop will provide all materials and labor but will have access to shop equipment. Any costumes used from the inventory will be subject to rental fees and the standard conditions and terms. Shop use must be approved and scheduled in advance and is on a space available basis. All shop use will be supervised by county staff and during regularly scheduled hours. Current shop use fee is \$35/week.

Cultural Affairs Division
3700 S. Four Mile Run Drive
Arlington, Virginia 22206
703-228-6965 (Shop Foreman)
703-228-6999 (Fax)

Scene Shop Policies

Arlington County Cultural Affairs provides scenery construction facilities as a part of its support of arts groups that receive grants from the Arlington County Arts Commission. The county charges a nominal fee for the use of the shop.

Shop location, hours and access:

The shop is located at the Gunston Arts Center, 2700 S. Lang Street, Arlington, VA 22205. The shop is available by prior arrangement from 2:00pm-10:00pm, Tuesday through Friday and from 10:00am to 6:00pm on Saturday. Shop time must be requested in advance by using the Scene Shop Facility Request Form (*see attached*). Shop users should park in marked parking spaces. The loading dock area is for loading and unloading only. Do not park in front of the loading dock or garage.

Reserving Shop Space:

Shop space should be reserved using the Scene Shop Facility Request Form. These are available in the CAD office, or the shop foreman. Please note any special requirements such as a tall set that must be assembled or drops that will be painted.

Shop Fee

A charge of \$35.00 will be billed for each week or portion thereof that a supported organization uses the shop in preparation for a production. Make checks payable to Treasurer, Arlington County and submit them to the CAD office. Shop time scheduled but not used will be billed unless cancelled in advance.

Shop Log:

All shop users must sign in. Use the space provided to note any broken tools, dull blades items needed etc.

Use of space

Each production is assigned a specific area in the shop. Stationary power tools are in common areas. Be considerate, especially if you have a lot of work to do on one saw. Respect other users by confining your materials and scenery to your area. Do not disturb the scenery or materials of the other groups and do not expect other groups to loan you tools. Some hand tools and power tools are available for use, however, each group is encouraged to bring their own tools. We do not provide paint or hardware. Some specialty tools are available for loan (router, grinder, etc)

Each organization and/or production must have a designated technical liaison that will be responsible for that organization's use of the shop. A representative of the user group should arrange to meet materials delivered to the shop by a third party (i.e. a lumber company). Materials deliveries must be coordinated in advance with county staff as the shop is generally not open in the mornings.

Cleaning up the workspace after each work session is mandatory. There is no custodial service in the shop so each group must keep its materials orderly and its space clean. Brooms, dustpans and other cleaning supplies are located between the tool closet and bathrooms.

Empty trash cans at the end of the work session. The dumpster is located outside the door, beside the loading dock. If you are unable to empty the trash because the dumpster is full, please notify the staff.

All wood scrap must fit in a trashcan. This means no longer than 3 feet in any direction.

When the set is loaded out of the shop, the work area must be left clean and extra materials removed. If this is not possible, please contact the Shop Foreman to determine the best course of action.

POWER TOOLS ARE INHERENTLY DANGEROUS! KNOW AND FOLLOW ALL SAFETY RULES. USE OF THE SHOP AND THE SHOP TOOLS IS AT YOUR OWN RISK. Nothing in this document is intended to replace common sense and good safety practices.

Use of Shop Tools:

All personnel using the shop will be required to sign a form stating that they hold the county harmless for any accidents that might occur through their use of the shop. Minors under the age of 18 will need the written permission of a parent or legal guardian in order to use the shop. It will be the responsibility of the group technical director to see that these forms are signed.

Do not remove tools from the shop without permission. This includes taking tools to the theatres for load-in or strike. Groups are encouraged to maintain their own tools for load-in, strike and repairs.

Safety Equipment:

Eye protection is required to use any power tool. Goggles and face shields are available in the shop. Hearing protection and dust masks are available.

- Removal of guards or safety devices from power tools is strictly prohibited. (Exception: When using the table saw to cut a groove, dado or when using a molding cutter, the use of the splitter/anti kickback device may not be possible. The device must be reinstalled before any other cutting is done).
- Keep all work areas and especially the areas around tools clear of debris.
- If a tool is not working, unplug it and report it to the shop staff.

Any injury must be reported to county staff and the appropriate forms filled out as soon as possible. Emergency numbers are posted by the shop telephone.

Paint:

- Groups wishing to store paint in the shop will be assigned available space up to a maximum of one (1) shelf in the paint room. The fire law stipulates that all solvents, spray paints must be stored in the explosion-proof room when not in use. The following paints may be stored in the paint room:
 - Any latex, vinyl or acrylic paint (such as Supersaturated Roscopaint)
 - Spray paints (Limit 5 cans per group)
 - Others with the approval of the shop staff.
- **The use of oil based paints, stains, and varnishes is prohibited in the shop.**
- Do not store organic paints, such as casein or hide glue, as they will rot and stink up the shop.
- Spray paint may not be used inside the shop. If you are going to spray, you must protect surrounding surfaces from overspray.
- All paint must be stored in tightly sealed containers.

Never pour paint down the sink. It is illegal, it pollutes the bay and it clogs up the sink. Do not mix more than you need. The proper disposal method for water based paint is to allow it to dry in the can and dispose of it as a solid. Adding kitty litter will speed this process. Oil and solvent-based paints are hazardous waste and their use is strongly discouraged, as we have no mechanism for disposing of them.

Storage of tools and materials:

Groups may request to store their own rolling toolbox no larger than 30"x48"x46"h. All other building materials must be removed from the shop at the end of construction. No scenery or materials are to be returned to the shop at strike.

Use Of County Truck:

The county truck may be reserved for one trip, per show, from the scene shop to any cultural affairs theater space (load-in only). It is not the responsibility of the county staff to load or unload scenery from the truck. Only qualified County staff may drive the truck. Reservation of the truck will only be honored through the Scene Shop Facility Request form. You must call and confirm reservations with scene shop manager no less than 2 weeks prior to load out date.

Enforcement of Shop Rules and Policies.

Individuals who violate shop safety rules may be banned from use of the shop.

Remember:

The County staff is always available for advice by calling 703-228-6965 and scheduling an appointment.

Scene Shop Facility Request

Cultural Affairs Division

Jared Davis, Scene Shop Manager Email: Jdavis4@arlingtonva.us

703-228-6965 (Main) 703-228-6999 (fax)

Producing Organization: _____ Today's

Date: _____

Production Title: _____

Requested by: _____ Phone: _____ Email: _____

Load In Date (to

Theatre): _____ Theatre: _____

Show Tech. Director/Master carpenter: _____

Phone: _____

Email: _____

Requested Dates and Times:

Load IN (to shop):

Tuesday, ___/___/___ (mm/dd/yy)

Load OUT (of shop):

___/___/___ (mm/dd/yy)

Total Number of Weeks: _____

Preferred space: **Blue** (large space) _____

Green (middle space) _____

Purple (Side by office) _____

The scene shop is open Tuesday through Friday 2pm-10pm and Saturday 10am-6pm. The shop is closed Sunday and Monday. Please submit this request as early as possible as the shop is scheduled on a first come, first served basis. Once approved, Please contact the shop two weeks in advance of use to confirm scheduling.

Official use only:

Scene shop Manager approval: _____

Approved Dates:

Total Number of weeks: _____

Approved Space: _____

REQUEST FOR USE OF COUNTY TRUCK:

The county truck may be reserved for one trip, per show, from the scene shop to any cultural affairs theater space (load-in only). It is not the responsibility of the county staff to load or unload scenery from

the truck. Only qualified County staff may drive the truck. Reservation of the truck will only be honored

through this form. You must call and confirm reservations with scene shop manager no less than 2 weeks

prior to load out date.

Load Out Date (From Shop): ___/___/___ (mm/dd/yy) Time: ___:_____ AM PM

Please note: The truck is provided on an as available basis and may become unavailable without notice (e.g. unscheduled repairs/maintenance) so reservations are not guaranteed. Please contact the shop two weeks in advance of use to confirm dates and times.

Please Submit form as an fax (703) 228-6999, email: Jdavis4@arlingtonva.us, or paper copy to the CAD office

Theatre Rules

1. All scenery is to be rendered flame retardant. No open flame, pyrotechnic effects or firearms are to be used on stage without the permission of the Technical Director. If a permit from the Fire Marshall is required, it is the responsibility of the producing organization to obtain it and comply with its terms. No gun that can chamber or fire a live round will be approved. Possession of such a weapon in a school is a felony.
2. All overhead rigging is to be done according to accepted safe standards, with rated hardware and inspected and approved by county staff.
3. All exits and aisles are to remain clear and unobstructed. Exit lights are not to be covered, obscured or disconnected. The location of the exits must be announced to the audience before each performance. Seating arrangements (other than fixed seating) are to be approved in advance by county staff. No scenic materials are to be stored backstage once a show has opened.
4. All county theatres are smoke free buildings. Smoking is prohibited except where it is an integral part of the performance. This exception is not to be abused. Illegal drugs and alcohol are also prohibited. Exception: Alcohol may be served at the Rosslyn Spectrum if all pertinent laws are complied with. All catering and ABC permits are the responsibility of the group.
5. If you are unfamiliar with any piece of rigging, lighting or sound equipment, do not use it until you have received instruction in its safe operation. Do not operate any tools or equipment if safety devices have been defeated or removed.
6. All lights hung over the house or stage are required to have safety cables.
7. Any lighting, sound, drapes or other house equipment that are moved, removed, re-aimed, reconnected or disconnected are to be restored immediately after the production closes unless prior arrangements have been approved by the Technical Director.
8. All scenery, properties and equipment belonging to a company is to be removed from the theatre immediately after the closing performance unless prior arrangements have been made with the Technical Director. All discarded materials must be removed from the premises. Materials discarded in the dumpster are to be cut up into pieces no longer than three feet nor wider than two feet. Please leave the theatre in at least as good a condition as you found it.
9. Any accidents resulting in injury, no matter how small, must be reported to county staff. Any broken, damaged or malfunctioning equipment must be reported to the county staff.
- 10. The safe operation of this theatre is everyone's responsibility and it starts with you! If you are unsure about anything, ask!**

Thank you,
Hal Crawford,
Technical Director
703-228-1845

Arlington County Cultural Affairs, Technical Services Unit
703-228-1845, fax 703-228-1851

11/13/02

Arlington County Facility Surcharge and Shop Fee Guidelines

Approved by the County Board in April, 1995

These fees will be assessed on all arts organizations utilizing Arlington County and school owned facilities through the County's/School's joint use policies. An organization may choose to acquire the use of school facilities through the rental program operated by Arlington Public Schools according to the guidelines established by the schools. However, the organization must utilize the same policy for all their facility needs and may not rent facilities from the schools in some instance and still qualify for facilities through the County's arts support program.

The following guidelines have been developed concerning these fees:

Tickets:

- The surcharge is effective on income from ticket and subscription income received on or after July 1, 1995.
- Ticket surcharges (10%) will be assessed against the total ticket income received from each show.
- Payment is due by 30 days after the close of the show.
- An accounting sheet for each show will be sent to each organization at the time of the first performance. The sheet should be completed by the organization and sent to the Cultural Affairs Division with the surcharge payment within thirty days of the close of the show.
- A special subscription sheet will be sent in late September to all groups offering subscriptions. Subscription surcharge payments are due by November 1 of each year.
- Tickets and/or promotional materials used by the producing organization may read, "Prices reflect a 10% facility surcharge levied by Arlington County."
- Surcharge is against ticket/admission income only and will not be assessed against performance fees, rentals, advertising or any other income associated with the production.
- Complimentary tickets given away by the group will not be assessed any surcharge.
- The surcharge will not be assessed against contributions attached to tickets as a special fundraising performance or event. In this instance, the surcharge will apply to the normal or regular price of an organization's tickets. However, the group must advertise the performance as a special fundraiser and be able to show clearly (by comparing to normal ticket prices) the amount of the contribution charged to each ticket.

Classes:

- The surcharge is effective on income from classes made on or after July 1, 1995.
- Surcharge is assessed against tuition income only and is not assessed against rehearsal or costume fees or any other fee.
- An accounting sheet will be sent to all organizations offering classes each quarter. Payment is due within 30 days from the date of the accounting sheet.
- The surcharge fee will not be assessed against participants receiving full scholarships but will apply to all income received from partial scholarships.

Arlington County
Cultural Affairs Division
Ticket Income Report
July 1, 20__ – June 30, 20__ (write in fiscal year)

Please fill in this form and return with your check for each production.

If your production was cancelled, please submit this form and indicate **Cancelled** on the "Production Dates" line followed by the scheduled date(s) and cancellation reason.

Organization: _____

Production: _____

Production Dates: _____

	# sold	x Cost/ticket	Totals
Regular:	_____	x _____	_____
Seniors/Students:	_____	x _____	_____
Other Rate:	_____	x _____	_____
Other Rate:	_____	x _____	_____
Comps:	_____		_____
Total # of People	_____		
TOTAL BOX OFFICE AMOUNT			<input style="width: 100px; height: 20px;" type="text"/>
Subscriptions <i>(not included on subscription form)</i>			_____
<u>TOTAL INCOME</u>	_____	x .10 =	<input style="width: 100px; height: 20px;" type="text"/>

Reported by: _____ Phone #: _____

Date: _____

Please return with check made payable to
"Treasurer, Arlington County"
within **30 days** of the close of your production, to:
Cultural Affairs Division (Surcharge Payment)
3700 S. Four Mile Run Drive
Arlington, VA 22206

FOR OFFICE USE ONLY

Deposit account: _____ Check # _____

Comments: _____



ARLINGTON
VIRGINIA

Arlington County
Cultural Affairs Division

Subscription Income Report
July 1, 20__-June 30, 20__ (write in fiscal year)

Group Name: _____

	# sold	x Cost/ticket	Totals
Regular:	_____	x _____	_____
Seniors/Students:	_____	x _____	_____
Other			_____
TOTAL SUBSCRIPTION AMOUNT			<input type="text"/>
TOTAL INCOME	_____	x .10 =	<input type="text"/>

Reported by: _____ Phone #: _____

Date: _____

Please return with check made payable to
"Treasurer, Arlington County"
Cultural Affairs Division (Surcharge Payment)
3700 S. Four Mile Run Drive
Arlington, VA 22206

FOR OFFICE USE ONLY	
Deposit account: _____	Check #: _____
Comments:	



ARLINGTON
VIRGINIA

Arlington County
Cultural Affairs Division

Class Report

July 1, 20__ – June 30, 20__ (write in fiscal year)

Organization: _____

Class (es): _____

Period Covered by Payment: _____

Location: _____

	# Students x Tuition	Totals
Regular:	_____ x _____	_____
Seniors/Students:	_____ x _____	_____
TOTAL ENROLLMENT		<input type="text"/>
TOTAL INCOME	_____ x .10 =	<input type="text"/>

Reported by: _____ Phone #: _____

Date: _____

Please return with check made payable to
“Treasurer, Arlington County”
within **30 days** of the conclusion of class, to:
Cultural Affairs Division (Surcharge Payment)
3700 S. Four Mile Run Drive
Arlington, VA 22206

FOR OFFICE USE ONLY

Deposit account _____ Check #: _____
Comments:



ARLINGTON COUNTY, VIRGINIA
CULTURAL AFFAIRS DIVISION



Cultural Affairs Division

Sunday Facility Charges

Facility/Location	For	Charge	Comments
Gunston Theatre One	Theatre	\$75.00 per performance	Includes load in, work call and performance for up to five hours
Gunston Theatre Two	Theatre	\$75.00 per performance	Includes load in, work call and performance for up to five hours
Theatre on the Run (TOTR)	Theatre	\$75.00 per performance	Includes load in, work call and performance for up to five hours
TOTR (3700 S. Four Mile Run Drive)	Rooms	\$15.00 per 3-hours	"Rooms" include rehearsal, dance, and meeting. Rooms are reserved for 3-hour blocks.
Thomas Jefferson (TJ)	Theatre	\$75.00 per performance	Includes load in, work call and performance for up to five hours

- Additional charges will apply to theatre usage only if a second show or work call is scheduled in addition to one show.
- Reservations for rooms should be made a minimum of two weeks in advance.
- Fees listed here do not include office rental, costume fees, or scene shop charges.

Have you recently had a change of address or management? If yes - help us update our records for 2007-2008!
PLEASE: Detach and return the section below:

Name of Group/Organization: _____

Main Telephone Number _____ E-mail address _____

Name of Contact & Title _____

Contact Telephone # _____ Contact E-mail _____

Group's Business Address _____

Send bills to above address _____

or send bills to: _____

Please return this section to:
Cultural Affairs Division, Administration, 3700 S. Four Mile Run Drive, Arlington, VA 22206

**Who's Who in
Cultural Affairs Division Staff Members
Contact Information:**

Karen Vasquez, Division Chief, 703-228-1839, kvasquez@arlingtonva.us

Angela Adams, Public Art Director, 703-228-3553, aadams@arlingtonva.us :Manages Public Art Programming

Daniel Akpan, Office Manager, 703-228-1842, dakpan@arlingtonva.us : Surcharge policy and forms, photocopying access numbers

Brooks Barwell, Public Art, 703-228-0596, bbarwell@arlingtonva.us: public Art Planner

Jim Byers, Marketing Director, 703-228-1847, jbyers@arlingtonva.us : marketing advice and planning

Hal Crawford, Technical Director, 703-228-1845, hrcrawford@arlingtonva.us : scheduling performance space and details on what is included with each space, technical theatre questions

Jared Davis, Assistant Technical Director, 703-228-6965, jdavis4@arlingtonva.us : Orientation to scene shop and scheduling shop time

Deidre Ehlen, Public Art Curator, 703-228-3331, dehlen@arlingtonva.us: Project Manager

Ryan Fountain, Facilities Manager 703-228-1838, rfountain@arlingtonva.us Orientation to and scheduling rehearsal rooms and dance studios

Kathy Glennon, Program Specialist, 703-228-1854, kglennon@arlingtonva.us: Arts programming and artist support

Joan M Lynch, Grants Officer, 703-228-1852, jmlynch@arlingtonva.us : Arlington Commission for the Arts Grants Program

Steven Munoz, Lee Art Center Manager, 703-228-0560, smunoz@arlingtonva.us: Manages programming at Lee Art Center

Aliza Schiff, Public Art, 703-228-3771, aschiff@arlingtonva.us: Manages Public Art Programming

Stacey Schwartz, Web Manager, 703-228-1841, sschwartz@arlingtonva.us website and calendar listings, Arts letter listings, advice on flyer distribution within County buildings

Allen Smith, Costume Director, 703-228-6974, asmith@arlingtonva.us: Orientation to and policies of Costume Shop

Susan Soroko, Management Specialist, 703-228-1837, ssoroko@arlingtonva.us: Administrative, budget and project management.

Darlene Tsukamoto, Lee Arts Center, 703-228-0558, dtsuka@arlingtonva.us, Master Workshop Coordinator

Rob Wallace, Theater Technician, 703-228-6985, rwallace@arlingtonva.us: Assists in the operations of Cultural Affairs performing arts facilities

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