



Non-Profit Rental Support Program

FOR THE
CHARLES W. EISEMANN CENTER FOR PERFORMING ARTS
AND CORPORATE PRESENTATIONS
FACILITY RENTAL PROGRAM
2351 PERFORMANCE DRIVE
RICHARDSON, TEXAS 75082

TELEPHONE: (972) 744-4600

EMAIL: ec.admin@cor.gov

<https://www.eisemanncenter.com/rental-information/>

Administrative Office Hours

8:00 a.m. – 5:00 p.m. Monday through Friday
Or by appointment

TABLE OF CONTENTS

STATEMENT	2
PURPOSE / OBJECTIVES	2
PROCESS	3
APPLICATION REQUIREMENTS.....	4
FEE WAIVER REVIEW	4
ORGANIZATIONAL ELIGIBILITY CRITERIA.	5
REQUESTS OUTSIDE OF LISTED PROGRAM.....	6
EXCEPTION TO THE PROGRAM.....	6
APPEAL PROCESS	6

STATEMENT

The City of Richardson (“COR”) values and recognizes the role of community groups and organizations within our area and endeavors to support them in a variety of ways.

The COR 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 Richardson and surrounding region(s).

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

This program 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 COR.

PURPOSE / OBJECTIVES

The COR 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 City of Richardson’s Charles W. Eisemann Center for Performing Arts and Corporate Presentations area and facilities.

The Non-Profit Rental Support Program (“NPRSP”) coordinates the COR’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 waivers to eligible organizations may be considered upon filing an application with the

Charles W. Eisemann Center for Performing Arts and Corporate Presentations' ("Eisemann Center") Facility Rentals Department by the established deadlines. Approval of fee waiver requests is made by the NPRSP Committee, appointed by the City Manager. Costs for events, other than those fees waived by the Eisemann Center, shall be borne by the sponsoring / presenting community organization and are due and payable in accordance with the applicable Facility Use Contract and its attachments.

The key objectives of this program/procedure 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 create opportunities to promote the Eisemann Center, City of Richardson and its residents;
- To strengthen relationships with community groups and organizations; 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 Eisemann Center 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 packet.

Applications requesting a fee waiver must be completed and submitted to Eisemann Center Facility Rentals Department via email at ec.admin@cor.gov no later than **120 days prior to the first date of applicable event**.

APPLICATION REQUIREMENTS

Each applicant will be required to submit:

- 1) A completed Non-Profit Rental Support Program Application along with the required attachments.
- 2) Financials:
 - 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:
 - Eisemann Center and City of Richardson services
 - permit fees,
 - equipment/furniture rentals,
 - sound and production,
 - facility rental,
 - merchandise sales,
 - 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 Eisemann Center'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. Application must be submitted via email to ec.admin@cor.gov.

FEE WAIVER REVIEW

Once applications are submitted, Eisemann Center staff reviews applications for completeness. New fee waiver applications must be approved by the Eisemann Center. Eisemann Center 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 periodically throughout the year, or until all available waivers have been distributed.

Special Note: For Fee Waivers for equipment, limited use of Eisemann Center'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 Eisemann Center employee or contractor accredited to operate that equipment.
- That the equipment is available and in the facility;
- That public liability insurance and personal workers insurance be held;
- Eisemann Center hire rate and wages with appropriate overhead will be charged for Eisemann Center labor to operate equipment.

Special Note: Eisemann Center/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 Eisemann Center will not grant fee waivers to, or in aid of, any religious sect, church, creed or sectarian purpose.
 2. Only 501(c)(3) non-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 COR/Eisemann Center. The organization raising the funds must primarily serve Richardson residents or businesses or contribute the majority of the funds raised to COR/Eisemann Center 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 (letters of support, volunteer hours donated, local business sponsorship, etc.).
 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 Eisemann Center.
 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 residents of Richardson.
 - e. Must have no outstanding debts payable to the City of Richardson or the Eisemann Center.
 - 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 Eisemann Center Facility Rentals Department.

- b. Acknowledge the support of the COR/Eisemann Center 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 City of Richardson”

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 300 (if in the Bank of America Theater) or 800 (if in the Hill Performance Hall).
- b. Planning an event that benefits or enhances the general economic condition of the Eisemann Center or the City of Richardson’s business community via secondary spending related to event attendees and tax revenue generation (sales tax, hotel/motel occupancy tax, etc.); that culturally enriches and/or promotes the Eisemann Center and/or the City of Richardson.

REQUESTS OUTSIDE OF LISTED PROGRAM

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

EXCEPTION TO THE PROGRAM

The City of Richardson Cultural Arts Grant program is a separate program, and the NPRSP does not affect applicants or awardees of that program. For more information about the City of Richardson Cultural Arts Grants program, see <https://www.cor.net/government/boards-commissions-meetings/cultural-arts-commission/documents/richardson-arts-online/arts-funding-grants>.

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, affirm working with Eisemann Center's exclusive alcohol provider? ☐ Yes ☐ No

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

Organizer Contact Information: *(This information will be used by EISEMANN CENTER 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 may 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):

☐ Facility Fee Waiver(s)	\$ _____
☐ A/V Equipment Fee Waiver(s)	\$ _____
☐ Labor Support	\$ _____
☐ Other	\$ _____
TOTAL	\$ _____ 0.00

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 residents ☐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 COR or Eisemann Center 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 _____

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	\$ 0.00	\$ 0.00

Expenses:

Staff/Artist/Labor Costs

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

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

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

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

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL EVENT EXPENSES	\$ 0.00	\$ 0.00

Surplus/Deficit:	\$ _____	\$ _____
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Net Cash Flow	\$ _____	\$ _____
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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, waste receptacles, signage, and all other event equipment. 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 EISEMANN CENTER services and City of Richardson 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

☐ Alcohol	Contact Aspen Catering, the Eisemann Center's exclusive alcohol manager.
☐ Police/Security	To be determined at pre-event meeting
☐ Sales Vendors	Obtain permit from City of Richardson, Tax and License
☐ Insurance	Submit certificate of insurance to Eisemann Center (Required for all special events)
☐ Street Closure	Submit diagram of any streets to be closed
☐ Food sales/service	Contact caterers only from the Eisemann Center's Approved Caterer List
☐ Electrical Power	Submit electrical worksheets to Eisemann Center
☐ Safety Inspection	Review Dallas, Collin County & City of Richardson Health Codes, and City of Richardson Fire Department Regulations (Required for pyrotechnics, prop firearms, etc.)

DECLARATION

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

1. I have received the Eisemann Center's 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 _____