#### Waimea Arts Council

## **Bunkhouse Use Policy**

The following policy provides guidelines for the use of the space known as "The Bunkhouse". Proposed use should support WAC's mission to (a) promote the arts, (b) encourage artists, (c) provide a forum for art-related community events, and (d) to support our status as a 501(c)3 nonprofit organization.

#### Use for WAC sponsored functions, classes, or workshops:

- The individual sponsoring or organizing the event should contact the chair of the gallery committee to confirm that the Bunkhouse is available at the requested time(s) and date(s).
  The "Request to Use the Bunkhouse" form must be completed and submitted to and approved by the Gallery Chair.
- To qualify as a WAC sponsored activity, the activity must be advertised to all WAC members and open to them within space limitations. Non-WAC members may be included as space permits.
- If a fee is charged, 15% of the proceeds shall be donated to WAC.

### **Use for non-WAC sponsored functions or workshops:**

- The individual sponsoring or organizing the event, class, or workshop should contact the chair of the gallery committee to confirm that the Bunkhouse is available at the requested time(s) and date(s). The "Request to Use the Bunkhouse" form must be completed and submitted to and approved by the Gallery Chair.
- A non-WAC sponsored activity is one that is not advertised to the membership at large and is not open to all members.
- If a fee is charged, 30% of the proceeds shall be donated to WAC.

Exceptions to the above policy can be made at the discretion of the gallery committee and the WAC Board of Directors.

# Waimea Arts Council Request to Use the Bunkhouse

Program Organizer:	
Email:	Best Phone #:
Date(s) and Time(s) Requested:	
Type of program: Workshop Class Other	
Please describe proposed program. Use the description on a separate page.	e back of the form if necessary or attach the
Please outline fee structure, if there is one (	[how much, how often, etc.]:
WAC sponsored program (open to advertised to the general members	all WAC members) How will this program be ship?
Non-WAC sponsored program	
	that I will contribute 15% of all fees collected from ored program I will contribute 30% of any fees Chair 1 week after workshop/class.
_	ed condition as I found it. If my program requires les or moving other items, I will treat all items ocation.
Submitted by:	Date:
Approved	Not approved
Gallery Committee Chair:	Date: