

Thank you for your interest in using the CMFA ArtSpace. Before addressing inquiries about your project and how we could help please know that, if applicable, we would need the following in order to move forward with confidence.

-IRS Determination Letter and/or EIN # and/or SC Secretary of State Articles of Incorporation - Non-Profit Corporation

-Certificate of Insurance

-Completed ArtSpace request form

Our partnership with the City of Columbia dictates that non-profits get booking priority and that we do not "rent" the space. We do however accept donations of any amount that is appropriate. As we discuss your event/project in more detail we will consider the valuation of our space and your use. Also know that depending on your event/project you are required to provide your own support staff (ticket takers, concessions/bartenders, etc.) and you will be responsible for the hire of security and EMS if necessary.

The ArtSpace does not allow the following under any circumstances.

- **The sale of alcoholic drinks without a valid alcohol license issued by the Columbia Department of Revenue**
- **Deep frying on the premises**
- **Pyrotechnics of any kind**
- **The hanging of anything from the theater truss**
- **The moving of lighting or sound equipment without the expressed permission of CMFA staff**

We know that in the arts anything is possible. If you are interested we'd love to show and tour the space and discuss your event in more depth. We can also talk about how we can work together in the future. For any further information pertaining to the facility and it's use including in an emergency, contact:

Joseph Kendrick
Assistant Director
CMFA
914 Pulaski Street Columbia, SC 29201
803-771-6303
<http://cmfaonline.com>

Organization Rehearsal Expectations

- Never loan anyone your key to the building unless you have expressed permission from CMFA staff.
- Any rehearsals confirmed for Fridays, Saturdays, and Sundays are subject to change due to priority given to performances and special events. Every effort will be made to notify you of conflicts as soon as they arise.
- **As participants arrive make sure to log a ZIP CODE from every person that enters the building and that absolutely no one enters the locked office under any circumstances!**
- Coordinate with CMFA staff about the use of furniture or any special Audio/Visual needs.
- Please sweep the floor and before and/or after your usage each day.
- Use provided cleaning supplies as needed.
- When leaving, be certain that no one is in the building who should not be, make sure all doors are locked, turn out all lights (all breakers in the Black Box to off) and exit the building.

Organization Special Event Expectations

- We ask \$100 cash for a special event attendant which is NOT considered a donation to the CMFA. In the event that an appropriate attendant cannot be found, a CMFA staff member will attend the event. In this case, the \$100 will be considered a donation.
- **As participants arrive make sure to get a ZIP CODE from every person that enters the building and that absolutely no one enters the locked office under any circumstances!**
- Coordinate with CMFA staff about the use of furniture or any special Audio/Visual needs.
- Use provided cleaning supplies as needed.