

Cornish College of the Arts

Non-Profit Academic Partnership and Rental Policies

This document entails updates to our rental policies and non-profit academic partnerships taking effect June 1, 2024. These changes are designed to improve administrative & facilities support to our non-profit partners while ensuring all agreements align with the College's mission, standards, and objectives.

Special Notice: Due to the sale of Kerry Hall, no additional rentals or partnership agreements will be made after June 1, 2024. Contracts signed prior to this date will be honored pending availability of facility.

Definitions:

Non-Profit Academic Partners are 501c3 organizations that have established a mutually beneficial project supporting department or departments within the Cornish College of the Arts that support undergraduate, continuing education, or community students. These partnerships are forged between Faculty Chairs or Department Head and the Executive or the Artistic leadership of a nonprofit.

Non-Profit Clients are 501c3 organizations that enter into a rental agreement with Cornish College of the Arts. These clients may be able to receive a 15% discount on facility fee through an in-kind marketing clause in the rental agreement.

Non-profit organizations that are not designated as academic partners still receive discounted rates. The rate sheet is attached to the end of this document.

Non-Profit Partner Information

How to Qualify:

1. Partnership is integrated meaningfully into at least one course through discussion, interviews, participatory experiences, or other curricular activity with the nonprofit partner.
2. Requires student attendance at partner's performance or event as part of grade.
3. Requires student written reflection as part of grade.

All 3 requirements must be met to qualify.

Benefits:

If a 501c3 non-profit organization fulfill the requirements, it may receive the following for the needs of the partnership:

- Appropriate Venue, Classroom, or other Space
- IT, Security, and Facilities Support
- Timely Promotion for Public and Student Awareness

Note: Costs accrued from IATSE labor for productions will be billed to the non-profit partner.

Application Timeline:

24/25 Non-Profit Academic Partner Application Timeline:

- May 15: Application Opens
- July 15: Deadline to Apply for the Next Academic Year
- August 15: Decisions Sent to the Department's Primary Contact

25/26 Non-Profit Academic Partner Application Timeline:

- March 1: Application Opens
- May 15: Deadline to Apply for the Next Academic Year
- June 15: Decisions Sent to the Department's Primary Contact

Applications are reviewed by the Academic Dean, Provost, and Director of Creative Events & Services

Non-Profit Client Information

Non-Profit Clients are offered significantly discounted facility fee rates. If using a performance facility that will have performances with public attendance, IATSE fees are estimated and will be billed additionally to the facility fees.

How to Apply:

Please fill out this form, which will help us determine if our spaces are available and estimate a labor cost for your consideration. You may also email Dani Loose for initial estimates; *however it is really preferred to fill out the form first so we can provide you with the most accurate information about availability and cost!*

Marketing 15% Discount

Non-Profit Clients can qualify for a 15% facility fee discount through agreeing to promote Cornish College of the Arts and/or Cornish+ classes.

Important Deadlines

In order to ensure we can provide the service you expect, please prepare as best as possible information by the following dates:

90 Days prior to event

- Rental Form Completed
- Contract Signed
- Date for Planning Meeting Set
- Marketing Collateral/Logos shared between Cornish and Client

60 Days prior

- Facility fee due (invoice sent out month prior)
- Estimate for labor fee provided
- Meeting with Operations Team
- Plan for promotion in place to receive discount

30 Days prior

- Confirmation of specific crew/staff
- Load-in times, facility access instruction
- Cancellations after 30 days forfeits facility fee

Final Invoice will be sent via email no later than 30 days post event. Client has 30 days to remit payment. No discounts, reduced rates, or waiving of facilities are possible 60 days prior to event.

FORMS

[Non-Profit Client 15% Marketing Discount Form](#)

[Rental Non-Profit Client Form](#)

[Academic Partner Form](#) (submitted by Cornish Faculty)

Questions?

For questions regarding preparation of application and decisions, please contact James Falzone

For partnership support, please contact Dani Loose, Rentals and Partnerships Manager

For all other questions, please contact Kel Dylla, ED, Cornish+