



## Member Organization Benefits Non-profit Arts/Cultural Organizations

**Room Use:** Member Organizations (MOs) in good standing are eligible to use the Wells Community Cultural Center to hold meetings, rehearsals, auditions, performances, etc.

- **Rooms Available:** MOs may use the downstairs meetings rooms, at no cost, 12 times in one calendar year. Additional uses are available for \$10 each not to exceed \$120 or additional 12 uses during the same year. (These must be paid for at the time the reservation is made. Any uses over the additional 12 must be approved by the Member Services Committee prior to the room being scheduled.) A Room Request Form must be filled out at least two (2) weeks in advance to secure a space. Still, we cannot guarantee requests for rooms. Check the building calendar for exact location.
  - The Wells Reception Hall is available for \$125.
  - The kitchen is available if requested per your reservation. Use of the kitchen is not counted against your yearly total. You will find a refrigerator, microwave, coffee maker, and sink. All MOs are expected to clean up and take out trash when they are done. If you use any of TAF's paper products, please replenish the supply as soon as possible. Please label all items put in the refrigerator or kitchen with your organization's name.
- **Equipment:** MOs are able to request equipment with their reservations. MOs must notify TAF at least two (2) weeks in advance to secure the equipment. Equipment currently available includes TV, VCR, DVD, overhead projector, movie screen, slide projector, sound system, podium, boom box, piano, chairs, and tables. Note: Equipment availability can change without notice. Equipment cannot leave the Wells Community Cultural Center.

**Catering:** Sovereign Catering is the official caterer for TAF. They offer competitive prices, and they deliver the food. TAF is able to assist with the arrangements. All payments go directly to Sovereign Catering, and not through TAF. Sovereign Catering must be used if you plan to offer more than snacks. 765/404-8481 or [sovereigncatering@gmail.com](mailto:sovereigncatering@gmail.com)

**Tents:** Tents are available for rent for \$25 each. Requests must be filled out at least two (2) weeks in advance.

**Pass Cards:** MOs may check out one pass card to access the building after hours. MOs are responsible for lost or damaged cards, a \$50 penalty.

**Publicity & Marketing:** TAF gladly assists with the publicity and marketing of your event.

- **Calendar:** The TAF website is integrated with IndianaArts.org. MOs are encouraged to setup a free account and list all their events with IndianaArts.org.
- **Arts Intersect:** TAF maintains a Monthly e-newsletter for its MOs describing upcoming arts and cultural events. A 75 word or less description and digital image/logo are due by the 15<sup>th</sup> of the Month prior to the event to be considered for inclusion.
- **Brochure Rack & Bulletin Boards:** MOs are able to post information and announcements on bulletin boards on both the 1<sup>st</sup> and 2<sup>nd</sup> floors. MOs are also able to display brochures in the racks on both the 1<sup>st</sup> and 2<sup>nd</sup> floors.
- **Ticket Sales:** TAF is happy to sell tickets to your general admission events. Payments are limited to exact change cash, and checks payable to your organization. Tickets and Money must be picked up within two (2) weeks after the event. TAF is

**Technical Assistance:** Technical assistance training workshops are available:

- Speaker services
- Educational opportunities in visual, performing, and literary arts
- Outreach programs for both underserved communities and at-risk youth
- Needs assessment
- Grants funding for arts programming and operating expenses

**Storage:** TAF offers unsecured, uninsured, storage space for rent. Current rates are \$50 per space per year. Fees are due at time of rental and can be renewed with your annual dues.

**Mail Services:** MOs may use TAF's street address as a central mailing address. MOs may also use TAF's bulk mail permit number.