

The Mountain View PAC SecondStage Fee Waiver Program

PURPOSE: *To bring new groups into SecondStage to further promote the City Council's desired expansion of SecondStage usage and Performing Arts Committee's (PAC) objective for more diversification of performance genres.*

PROCESS: As part of the SecondStage booking process, all applicants will receive this information and attached application packet to participate in the PAC SecondStage Fee Waiver Program (Fee Waiver). The general qualifications for the program are below as well as the general timeline and guidelines that the PAC will follow in determining the validity of the Fee Waiver request.

BASIC QUALIFICATIONS: To qualify for the Fee Waiver, the requesting organization or individual may not be subject to a previously executed contract with the Center. The only exceptions that will be considered are Artist showcases/unveilings and events that are produced by previously contracted organizations that have partnered together to produce an event not previously held at the Center.

INSTRUCTIONS/TIMELINE

- 1) Fill out the attached Fee Waiver application and submit it to Center Staff no later than 6 months prior to your event. Please direct any questions regarding the application to Center Staff. Additionally, please attach any and all supporting financial and organizational materials to your application.
- 2) If your application is deemed complete, Center Staff will notify you that it is being forwarded on to the PAC subcommittee in charge of the Fee Waiver program. PAC subcommittee will then forward along any questions or request for additional pertinent information and schedule your official presentation to the full PAC
- 3) At the next full PAC meeting, you or a member of your organization will be asked to present your application and make the case that your event/organization fit the criteria listed below to receive the full Fee Waiver
- 4) PAC will score your application and presentation based on the attached matrix and will respond in writing with the result no later than 10 calendar days after the PAC meeting.

APPLICATION CRITERIA: The following criteria shall be used and weighted according to the official rubric when deciding if an application qualifies for the Fee Waiver: 1) Financial Need; 2) Diversity of Programming; 3) Diversity of Potential Audience; and 4) Potential for Long Term Commitment.

SCORING RUBRIC & APPLICATION ATTACHED