



# AMERICAN CANYON ARTS FOUNDATION

## Board of Director's Policy Manual

### Master Fees & Charges Policy

Adopted/Revised:  
March 11, 2014

#### I. Purpose/Intent

The American Canyon Arts Foundation (ACAF) must generate revenues to survive, above and beyond donations and grants. In order to ensure fees and charges for services are applied fairly and uniformly, a Schedule of Fees & Charges is needed. A master schedule will also improve service to our customers, insofar as inquiries regarding fees and charges can be easily and quickly answered.

#### II. Authority

Article 5, Section 3 of the By-Laws grants authority to the Board of Directors to ensure the financial resources of ACAF. The Board also has the authority to establish policies under Article 12, Section 2 of the By-Laws, and approved/revised this policy by adopting Resolution 2014-02.

#### III. Policy

##### Section One: Criteria for Setting Fees and Charges

Generally, fees and charges should be based on a combination of a) market factors, b) the actual costs of providing the service or facility; or c) discounted to reflect the mission and goals of ACAF. The classification of fees and charges are listed below, with a brief description for each.

<u>Revenue Category</u>	<u>Description/Notes</u>
1. Membership	Annual charge to join or renew membership with ACAF, as well as any special arrangements.
2. Entry Fees	Charges to enter artwork or any other materials or items into any of the Foundation's annual or special events
3. Rental Charges	Fee to rent space for artwork at the Gallery, or to rent the Gallery itself; also includes deposits
4. Commissions	This covers the percentage (or flat rate) ACAF charges the artist for the sale of their artwork, based on the Foundation's efforts or programs. The actual commission could vary with the nature of the event or effort (for example, a lower commission at the Gallery, since the artist is already renting space; a larger rate if that is the only basis for ACAF to receive compensation).
5. Class Instruction	This covers fees and charges for art classes, as well as any commissions paid to the instructor, and other costs (e.g., supplies, kiln firing, etc.) of providing the class.
6. Miscellaneous	This covers a wide array of categories, such as the mark-up for any art supplies sold by ACAF; field trips, copies, interest earnings, etc.

##### Section Two: Procedures

All fees and charges are set or revised by a Resolution adopted by the Board of Directors. Some flexibility should be included in the charges to allow the Executive Director or Board President the ability to make adjustments in extenuating circumstances. The attached Master Fees and Charges Schedule will be maintained to reflect all fees and charges, as well as any additional information, and be updated from time to time, as appropriate.



## American Canyon Arts Foundation Master Fees & Charges Schedule

*Revised as of March 11, 2014*

<b>Nbr.</b>	<b>Title</b>	<b>Rate</b>	<b>Unit</b>	<b>Notes</b>
<b>1.00 Membership</b>				
1.1	Individual	\$25	Year	No proration; however, any new membership purchased after November 1 will cover the current and next calendar year.
1.2	Family	\$50	Year	See above
1.3	Student	\$10	Year	High School & Community College
1.4	Business	\$50	Year	
<b>2.00 Entry Fees</b>				
2.1	Arts Extravaganza			
	Member rate, artwork	\$7.50	Piece	A higher rate may be charged for late items.
	Non-Member rate, artwork	\$15	Piece	See above
	Booth Space, Member rate	\$25	Booth	Generally, a 10'x10' area
	Booth Space, Non-Member rate	\$50	Booth	See above
2.2	Open Studios			
	Member Rate	\$15	Artist	
	Non-Member Rate	\$25	Artist	
<b>3.00 Rental Charges</b>				
3.1	Space Rental, Fine Art	\$50	Month	Wall space approximately 4'x8'
3.2	Gallery Rental	\$100	Day	Discount may be allowed for multiple days
	Security/Cleaning Deposit	\$25	Event	Refundable <i>if</i> tables & chairs are put away, trash removed, and no damage to artwork or building.
<b>4.00 Commissions</b>				
4.1	Gallery, on site	15%	Piece	Paid monthly
	Gallery, online sales	15%		
4.2	Craft Sales	25%	Piece	Commission sales only (no rental charge)
4.3	Arts Extravaganza, Member rate	30%		Based on 2014 Call For Artists; may be reduced
	Non-Member rate	30%		
4.4	Open Studios	N/C		Discounted as a service to members
4.5	Art in Public Places, Gallery Renters	15%	Piece	Members renting space at the Gallery receive priority over other member artists for showings.
	Non-Gallery Renters	25%		
<b>5.00 Class Instruction</b>				
5.1	Class Instructions	25%	Total Fee	Instructor receives 75% of the fee; separate fee for materials, which varies with the class topic
<b>6.00 Miscellaneous</b>				
6.1	Photocopies	\$0.20	Page	Non-members only; same rate for duplex
6.2	Mark-up for Goods Sold	40%	ACAF Cost	Standard mark-up, but may be discounted for sales and promotional efforts, as determined by the Gallery Manager
6.3	Field Trips/Shared Art show Entries	0%	Event	No Charge from the Foundation, but participating members may share any out-of-pocket expenses.