

Bailey Educational Foundation Non-Profit Organization Policies

Regular meetings of a 501(c) (3) non-profit organization (as defined on Page 3) can use our facility space for no rental fee for a “free” meeting. Charges would be incurred for audio/visual, room set-up/clean-up or when individuals/companies are benefiting from a sponsorship.

- If an organization solicits individuals/companies for funds to help cover meal costs; etc., or a sponsor is asked to provide something with a monetary value to the organization for the event, then it is no longer a “free” meeting and the standard rate will be incurred for the use of the room. No solicitation can occur during the meeting without written consent of the Bailey Educational Foundation.

Rental Fee Schedule for 501(c)(3) non-profit organizations (as defined on Page 3)				
	Standard Rates	Amount Waived/Gifted	Net Amount Due BEF	
Larkin Bailey Auditorium	\$500	\$500	\$0	
Cravens 1 – Three hours minimum	\$ 30	\$ 30	\$0	
Cravens 1 – Maximum daily costs	\$ 75	\$ 75	\$0	
Cravens 2 – Three Hours Minimum	\$ 45	\$ 45	\$0	
Cravens 2 – Maximum daily costs	\$125	\$125	\$0	
Combine Cravens 1 & 2	\$200	\$200	\$0	
Room set-up fees				
	Use 1 time a month	Use 2 times a month	Use 3 times a month	Use 4 times a month
Larkin Bailey Auditorium	\$50	\$40 ea	\$30 ea	\$20 ea
Combine Cravens 1 & 2	\$25	\$20 ea	\$20 ea	\$20 ea

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Regular meetings of “other” 501(c) non-profit organizations (as defined on Page 3) can use our facility space for a reduced rental fee for a “free” meeting.

- If an organization solicits individuals/companies for funds to help cover meal costs; etc., or a sponsor is asked to provide something with a monetary value to the organization for the event, then it is no longer a “free” meeting and the standard rate will be incurred for the use of the room. No solicitation can occur during the meeting without written consent of the Bailey Educational Foundation.

Rental Fee Schedule for Other 501(c) non-profit organizations (as defined Page 3)			
	Standard Rates	Amount Waived/Gifted	Net Amount Due BEF
Larkin Bailey Auditorium	\$500	\$175	\$325
Cravens 1 – Maximum daily costs	\$ 75	\$ 25	\$ 50
Cravens 2 – Maximum daily costs	\$125	\$ 45	\$ 80
Combine Cravens 1 & 2	\$200	\$ 75	\$125

Room set-up fees				
	Use 1 time a month	Use 2 times a month	Use 3 times a month	Use 4 times a month
Larkin Bailey Auditorium	\$50	\$40 ea	\$30 ea	\$20 ea
Combine Cravens 1 & 2	\$25	\$20 ea	\$20 ea	\$20 ea

*A “free” meeting or gathering is defined as one that provides a program or education that is consistent with the exempt purpose of the organization using the facility, and nothing is gained in return.

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Internal Revenue Code:

501(c)(3) – Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, no part of the net earnings of which inures to the benefit of any private shareholder or individual, no substantial part of the activities of which is carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided in subsection (h)), and which does not participate in, or intervene in (including the publishing or distributing of statement), any political campaign on behalf of (or in opposition to) any candidate for public office.

Other 501(c)

- (4) – Civic leagues...
- (5) – Labor, agricultural, or horticultural organizations...
- (6) – Business leagues, chambers of commerce, real-estate boards, boards of trade...
- (7) – Clubs organized for pleasure, recreation, and other non-profitable purposes....
- (8) – Fraternal beneficiary societies, orders or associations...

Fundraising:

ALL non-profit organizations using the Foundation facility for a fundraiser are asked to partner with the Bailey Educational Foundation in support of the Foundation’s charitable purposes. If the organization is classified as an “other 501(c)” then the reduced room fees will apply.

All costs that the Foundation incurs will be reimbursed in full; i.e., AV Technician; bar set-up; staff; room set-up; etc.

A suggested donation on a sliding percentage fee would be paid to the Foundation from the funds raised by the fundraiser.

Money Raised			Fees Owed	
\$ 100	\$ 20,000	1%	\$ 100	\$ 200
\$20,001	\$ 30,000	1.5%	\$ 300	\$ 450
\$30,001	\$ 40,000	2%	\$ 600	\$ 800
\$40,001	\$ 50,000	2.5%	\$ 1,000	\$ 1,250

(Example: An event that has a profit of \$20,000 would pay the Foundation 1% of \$20,000 - \$200.)