

### **Arlington County Facility Surcharge Policy**

Fees will be assessed on all arts organizations utilizing Arlington County and school owned facilities through the County's/School's joint use policies. An organization may choose to acquire the use of school facilities through the rental program operated by Arlington Public Schools according to the guidelines established by the schools. However, the organization must utilize the same policy for all their facility needs and may not rent facilities from the schools in some instance and still qualify for facilities through the County's arts support program.

The following guidelines have been developed concerning these fees:

**Tickets:**

- The surcharge is effective on income from ticket and subscription income received on or after July 1, 1995.
- A ticket surcharge of 10% will be assessed against the total ticket income received from each show.
- Payment is due by 30 days after the close of the show.
- An accounting sheet for each show will be sent to each organization at the time of the first performance. The sheet should be completed by the organization and sent to Arlington Cultural Affairs with the surcharge payment within thirty days of the close of the show.
- A special subscription sheet will be sent in late September to all groups offering subscriptions. Subscription surcharge payments are due by November 1 of each year.
- Tickets and/or promotional materials used by the producing organization may read, "Prices reflect a 10% facility surcharge levied by Arlington County."
- Surcharge is against ticket/admission income only and will not be assessed against performance fees, rentals, advertising or any other income associated with the production.
- Complimentary tickets given away by the group will not be assessed any surcharge.
- The surcharge will not be assessed against contributions attached to tickets as a special fundraising performance or event. In this instance, the surcharge will apply to the normal or regular price of an organization's tickets. However, the group must advertise the performance as a special fundraiser and be able to show clearly (by comparing to normal ticket prices) the amount of the contribution charged to each ticket.

**Classes:**

- The surcharge is effective on income from classes made on or after July 1, 1995.
- Surcharge is assessed against tuition income only and is not assessed against rehearsal or costume fees or any other fee.
- An accounting sheet will be sent to all organizations offering classes each quarter.
- Payment is due within 30 days from the date of the accounting sheet.
- The surcharge fee will not be assessed against participants receiving full scholarships but will apply to all income received from partial scholarships.