



FLORIDA STATE UNIVERSITY COLLEGE OF MUSIC

Resident Community Partner Guidelines

The College of Music at Florida State University serves as an important regional center for music and highly values and supports community-based arts programs. FSU faculty, alumni, and students are actively involved in these programs with rehearsals, performances, and related events on the university campus and throughout the area. Community remains an integral core value in the Strategic Vision of the college. This dedication to our community partners is realized in a myriad of collaborations that involve shared spaces, artists, and staff resources. As the college moves forward with an important expansion of the Housewright Music Building, more opportunities for hosting community events will emerge to better serve our important role as an arts leader.

As part of overall community engagement efforts in support of arts programs in the Tallahassee area, the College of Music at FSU designates select organizations as a **“Resident Community Partner”**. These organizations share common artistic goals with the college and wish to establish a more formal relationship with the College of Music. Once organizations become Resident Community Partners in the FSU College of Music, they will enter into formal agreements with the College of Music that will govern the use of performance and rehearsal spaces, equipment, and other college services.

Prerequisite conditions to become a Resident Community Partner include:

- Completed application including rationale for becoming a College of Music Resident Community Partner.
- Have offered programming in the region for at least one year.
- Have an approved mission statement and operational policies.
- Demonstrated maintaining high quality working conditions for all artists and contributing staff.
- Have attracted audiences regularly numbering 100 and larger
- Qualified tax-exempt status with the Internal Revenue Service
- Have an operational budget in place with board oversight
- Members of COCA and completed COCA Arts Organization training and orientation sessions.
- Recipient of at least one arts grant from a local, county, state, or federal organization.
- Have operated an oversight board or slate of officers for at least one year.
- Have a current liability insurance policy to facility standard.

- Have at least a core staff that has passed all background checks and completed all youth safety and mandatory reporting required by the College of Music.
- Completed interview with the Associate Dean for Outreach and Engagement

Once an arts organization has been selected as a Resident Community Partner, the **College of Music** will construct appropriate agreements that may include:

- Use of performance, rehearsal, and classroom spaces for reduced rates.
- Access to spaces in the upcoming Housewright Renovation and Expansion project.
- College of Music staff for events at appropriate rates.
- Use of reception areas and other spaces for reduced rates.
- Use of select College of Music equipment for reduced rates.
- Events listed on College of Music website with direct links to organization webpages.
- Ads in College of Music social media, printed programs and other publicity.
- Use of Fine Arts Ticket Office services under the umbrella of the College of Music.
- Use of the Ruby Diamond Concert Hall Box Office and Opperman Music Hall Lobby area for ticketing.
- Placement of FSU Arts Administration and other college program interns with organization.
- Collaboration with College of Music on co-sponsored events.
- Ability to reserve designated lots for patron parking and limited access audience members with appropriate fees.

While holding the distinction of Resident Community Partner in the College of Music **the Arts Organization** agrees to:

- Abide by all policies of the College of Music and Florida State University.
- Present season performance plans by August 1 each year to appropriate College of Music staff.
- Abide by all space and staff use agreements and policies.
- Receive notification in writing or email from the appropriate staff member prior to any deviation of space or staff use agreements.
- Be an official vendor in the FSU Contracting system.
- Remit payment for all services in a timely manner in accordance with the College of Music business office.
- Be responsible for any damage to College of Music facilities or equipment.
- Maintain required liability insurance.
- Ensure that all staff and volunteers are current with background checks and mandatory reporting training.
- Use the College of Music logo in programs and publicity (including website and social media) in conjunction with the following language “*Resident Community Partner in the FSU College of Music*”.

- Maintain consistent communication with the Associate Dean for Outreach and Engagement, Assistant Director of Production Support and other staff as required.
- Inform appropriate College of Music administrators and staff of any programming changes in a timely manner including cancellation of space use.
- Consider collaborative programming and community education programs with the College of Music and other Resident Community Partners.