

**Cultural Arts Commission  
Regular Meeting 5/11/22**

**Agenda Packet**

**New Business Items**

**a. Review and Discussion Roles and Responsibilities**

**Mission**

Promote appreciation of arts and culture within the City of Morgantown.

**Responsibilities**

- Recommend and advise rules, regulations and policies on arts and culture related matters in the city.
- Promote awareness, understanding, and appreciation for the value of cultural resources in the community.
- Recommend development and placement of public art in the city.

**From the Ordinance -181.03.**

Powers and Duties.

The Commission shall have and be limited to the following powers and duties:

(1)To advise and make recommendations to the Director of Arts & Cultural Development, City Manager's Office, and the City Council for their approval as to rules, regulations. policies, administrative and budgetary matters pertaining to the Arts & Cultural Development Department programs. services. facilities. and any other cultural facility constructed or operated by the City;

(2)To assist, advise and make recommendations to the Director of Arts & Cultural Development. City Manager's Office, and the City Council on arts and culture related matters and regarding opportunities to promote awareness, understanding. and appreciation for, the value of cultural resources in the community;

(3)To advise and make recommendations to the Director of Arts & Cultural Development. City Manager's Office and the City Council on the development and placement of public art and murals within the city limits of Morgantown. The commission shall have the power to review and make recommendations upon all works of art to be acquired by the City. either by purchase, gift or otherwise and their proposed locations.

**b. Review and Discussion Public Art Commission Process**

When funding is identified either by city budget, grant, or other opportunity, a specific public art project is identified.

A public call for artists is developed with complete information on the project, timeline, funding, and other aspects of the project. The call is published and distributed regionally so any interested artists may apply to be considered for the commission. It is an official RFQ process.

A public art advisory committee of community stakeholders, arts professionals, commission members, and staff is created for each specific project and involve community members directly tied to the specific location/area/context for the proposed public art project. The PAAC reviews applications, makes recommendations on selection of artists and works with selected artists on finalization of design concepts for the proposed work. The send recommendations for artists and subsequent artwork designs to the Cultural Arts Commission for review and consideration.

The Arts Commission reviews the work and recommendations of the PAAC to ensure fair processes were adhered to and that recommendations from the PAAC are in alignment with the goals and objectives of the Department, the City, and the community. Arts Commissioners serve on PAACs to participate in the process and to ensure the interests and ideas of the commission are represented throughout the process. The Arts Commission reviews and makes recommendations on selection of artists and final artwork designs based on the work of the Public Art Advisory Committee.

Staff develop and distribute the call for artists. Receive and distribute applications. Coordinate PAAC and Commission meetings and discussions. Correspond with artists. Work with contracted artists in artwork development and completion.

**c. Review and Discussion HRMP Rental Fees**

The rental fee schedule for renting Hazel Ruby McQuain Park and the Ruby Amphitheater were presented to the Arts Commission at the 12/7/21 meeting. In response to a request from Commissioner Dulaney, we are bringing this back for review and discussion.

The current fee schedule, which is a baseline for pricing events is attached for your review and information. Staff still have the ability to package rentals and base fees on individual events and activities.

**Ruby Amphitheater at Hazel Ruby McQuain Park - Revised**

<b>Wedding/Walk/Run/Non-Performance</b>	\$250/ ½ day	\$400/day
> 1000 people	\$400/ ½ day	\$800/day

Note - A walk/run traveling through the park is free, however, subject to scheduling & re-routing.

*½ day = 4 hr. maximum    1 day = 8 hr. maximum    additional hours billed at \$50/hr.  
Rental time must include load-in, set-up, event, load-out, and clean up.*

## Additional Facilities and Services

<b>HRMP Depot</b>	\$150 or >1000 people \$250
Metered Parking Spaces	\$500 or \$25/per space
<b>HRMP Green Room</b>	\$100
<b>Walnut Street Landing &amp; Parking Lot</b>	\$400 or \$25/per space
<b>Sound &amp; Lighting support</b>	
Basic Power to Stage	Included
Additional Power, microphones & sound support	\$200/ ½ day \$400/day additional hours \$50/hr.

Minimum rental is ½ day (4 hrs.). Additional time will be charged at an hourly rate.

*ALL ticketed events rentals require rental fee, % of ticket sales/registration fees, & % of concessions, if any.*

<b>*Concerts &amp; Special Events</b>	\$500/ ½ day	\$800/day	\$1,200/extended day
> 1000 ppl	\$750/ ½ day	\$1000/day	\$1,500/extended day

*½ day = 4 hr. maximum 1 day = 8 hr. maximum Extended day = 18 hrs. Additional hours \$100/hr.  
Rental time must include load-in, set-up, event, load-out, and clean up.*

## Additional Facilities and Services

<b>HRMP Depot</b>	\$150 or included with extended day rental
Metered Parking Spaces	\$500 or \$25/per space
<b>HRMP Green Room</b>	\$100 or included with extended day rental
<b>Walnut Street Landing &amp; Parking Lot</b>	\$400 or \$25/per space
<b>Sound &amp; Lighting support</b>	
Basic Power to Stage	Included
Additional Power, mics & sound support	\$200/ ½ day \$400/day \$1,000/extended day additional hours \$50/hr.

Minimum rental is ½ day (4 hrs.). Additional time will be charged at an hourly rate.

*ALL ticketed events rentals require rental fee, % of ticket sales/registration fees, & % of concessions, if any.*

## NONPROFIT RATES

<b>*Concerts &amp; Special Events</b>	\$250/ ½ day	\$400/day	\$600/extended day
> 1000 ppl	\$375/ ½ day	\$500/day	\$750/extended day

*½ day = 4 hr. maximum 1 day = 8 hr. maximum Extended day = 18 hrs. Additional hours \$50/hr.  
Rental time must include load-in, set-up, event, load-out, and clean up.*

## Additional Facilities and Services

<b>HRMP Depot</b>	\$100 or included with extended day rental
Metered Parking Spaces	\$500 or \$25/per space

<b>HRMP Green Room</b>	\$75 or included with extended day rental
Walnut Street Landing & Parking Lot	\$400 or \$25/per space
<b>Sound &amp; Lighting support</b>	
Basic Power to Stage	Included
Additional Power, mics & sound support	\$200/ ½ day \$400/day \$1,000/extended day additional hours \$50/hr.

Minimum rental is ½ day (4 hrs.). Additional time will be charged at an hourly rate.

*ALL ticketed events rentals require rental fee, % of ticket sales/registration fees, & % of concessions, if any.*

***\*Nonprofit rental rates have been discounted for use of the stage amphitheater, depot, and green room. There is no discount for sound and lighting support or parking spaces.***

## **ALL EVENTS AND ACTIVITIES**

### **Ticket Fees and Sales**

*All events that charge a ticket or registration fee to participate require revenue sharing.*

*Tickets/registration fees – 10% not to exceed \$5 per ticket/registration and not to exceed \$5,000 total(\$2,500 nonprofit). Ticket/registration fees should be added as such at the time of purchase.*

*Concession and merchandise sales – 10% of gross sales not to exceed \$2,500.*

Any performance or event considered entertainment or amusement is subject to a 2% tax as per City of Morgantown ordinance.

### **Other Fees**

Other fees may be assessed to events and activities for facility cleaning, garbage removal, damage, additional staffing, or other issues that arise from the renter’s use of the grounds and facilities.

Stagehands or event staff from the Department of Arts & Cultural Development may be provided based on availability and needs. Fees for city staff will be charged at \$25/hr. per person with a minimum of 4 hours.

#### **d. Discussion Arts Commission Brainstorming and Planning**

Commissioners Downs and Bowman Mills requested an opportunity to do some brainstorming and begin discussions on planning.