



Community Use of the Fillmore Silver Spring Application

Neither the completion of this application nor the forwarding of the application to the Fillmore Silver Spring is a guarantee that your event will get community use at the Fillmore Silver Spring.

Date of Request:

Name of Event:

Preferred Date(s) of Event:

Alternative Dates:

Time(s) of Event:

Non-Profit 501(c) Organization Name (Lessee): Name as it appears in articles of incorporation or Name of Parent Organization as it appears in the articles of incorporation.

Federal ID #:

Executive Director:

Email: Phone:

Mailing Address: City: State: Zip Code:

Total Event Budget: NOTE: The base rental fee for your event is either (1) Three Thousand Dollars (\$3,000.00) or (2) twenty percent (20%) of the then current published rental rate for the use of the Premises, whichever amount is the lesser. Additional fees such as some operating costs may apply.

Source(s) of funding:

Use(s) of funding:

Other sponsorships (who/amount):

Please limit responses to 250 characters per box.

1. Description of event:

a. How long will this event be scheduled for?

b. What hours will you need access to the building?

c. What are the event start and end times?

2. History of event:

a. Has this event been held at a County facility before? If so, which facility?

b. Has this event or your organization ever co-sponsored this or other events with any County Government Agency?

3. Describe positive impact on Montgomery County/ Region/Silver Spring:

4. Will event be open to the public?

a. Are there any restrictions to any member of the public?

b. How will this event engage the community?

5. How many are expected to attend?

6. Please name any outside sponsorships you have for this event.

7. Please attach your marketing plan or describe how you attend to market this event.

REQUIRED ATTACHMENTS - please attach as indicated to the application.

- A copy of your 501(c) letter of determination, dated within the past two years. Updated letters can be obtained from the IRS via fax and mail at 1-877-829-5500.
- Most recent audited financial statement.

PLEASE NOTE: An organization may only apply for a Community Use of Fillmore Silver Spring once in each calendar year. Applications will be reviewed by Montgomery County Recreation on an ongoing basis. Applications will only be accepted for an event which will occur no more than 12 months in advance. The selected applicant(s) will be forwarded to Fillmore Silver Spring to finalize the use agreement.

CERTIFICATION/SIGNATURE

I certify that all information contained in this application and attachments are true and accurate, and that I am authorized by the applicant hereto to execute this application.

Name (please print) Title

Signature Date

Please submit completed application with required attachments to:
Susan Hoffmann
One Veterans Place
Silver Spring, MD 20910

Criteria for organizations to qualify for one of the community uses of the Fillmore Silver Spring each year

Note: Information collected in preparation of this draft includes research on the websites of the IRS, the Foundation Center and the National Center for Charitable Statistics.

The group can provide proof of registration as a non-profit under the appropriate section of the IRS tax code (501(c)(3), (4), (6), (7), etc.).
Rationale: This criterion ensures that only non-profits are able to take advantage of this opportunity.

The group is based in Montgomery County and/or its primary mission is to serve the residents of Montgomery County.
Rationale: The bulk of the funding for this building is from Montgomery County taxpayers. This criterion is not intended to eliminate groups whose purpose is focused on a wider (i.e., state or national) area of service if they have a significant presence (e.g., a chapter) in Montgomery County serving its residents.

Events shall be open to the public and/or designed to engage the community.
Rationale: The use should help bring people into the Arts & Entertainment District, where they likely will spend money and thus help recoup the public investment in the building.

The event's program provides a clear benefit to the residents of Montgomery County.
Rationale: This ensures that there will continue to be a focus on arts and entertainment use, which is appropriate in the Arts & Entertainment District, as well as diversity in the types of organizations that may take advantage of this opportunity.

The group must present a plan for promoting the proposed event as part of the application.
Rationale: The group must take responsibility for this aspect of the use and the event's success, and not assume that the County, Live Nation, the Arts & Entertainment Committee or any other entity will do it for them.

- Process
- Organizations will apply for an application found on-line through the Montgomery County Recreation website.
 - Montgomery County Recreation will review applications and make determination whether or not they qualify based on the above criteria.
 - If approved, Montgomery County Recreation will forward the application and contact information to the Fillmore Silver Spring.
 - Fillmore will review final date/time and all event day logistics directly with the user.
 - Fillmore will handle all financial transactions.
 - Application will be received through the calendar year on a first come, first served basis.

FOR MONTGOMERY COUNTY RECREATION STAFF USE ONLY

Date Received Date forwarded to Fillmore Silver Spring:

Has the event received a Fillmore Silver Spring Community Use previously? Yes No

If "yes", when? What was amount waived?