

The African American Art and Culture Complex

SFAC Cultural Center Grant Amount: \$673,252

Contact: Melonie and Melorra Green

Email: info@aaacc.org

Outcome 1: Promote cultural equity and enhance the understanding of and respect for diverse cultural traditions, heritages and forms of expression.

Activity 1: 1.1 Four Visual Art Exhibitions: Provide details for each of the four exhibits, including the selection process, themes, and outreach plans.

Description: 1.1 - Visual Art Exhibitions : 1) "The Air is Being Pulled" - The Air is Being Pulled is a solo exhibition by the Founder of the Black Woman Is God Exhibition, Karen Seneferu, and will feature illustrations, installation art, and 2D works. 2) "The Art of Bryan Keith Thomas". The Sargent Johnson Gallery is proud to feature the art and creations of Bryan Keith Thomas. Originally from Dyersburg, TN, Bryan is an Oakland resident and associate professor at California College of the Arts. His work reflects the Black experience, influenced by Southern culture and both African and African American symbols and reflections of life. 3) "Sargent Johnson Gallery Open Studios" - SF Studios is the oldest open studio program in the country that showcases emerging and established San Francisco artist. This will be the second year SF Open Studios will be held at the Sargent Johnson Gallery, which celebrates art through the promotion, exhibition and documentation of Black visual culture. Participating artists welcome the public to share their artwork and engage in dialogue. 4) "This Lonely Boricua Taino series" - This Lonely Boricua Taino series is proof that Tainos are still here and to make sure that my ancestors are never forgotten. This exhibition uses graffiti art and the materials of spray paint, sharpie markers and acrylic paint to recreate those ancient petroglyph or symbols carved into stone on canvas. The estimated age of most petroglyphs is difficult to determine, but the majority of them can be considered to have been made around 5000 BC to 1700 AD. These Taino symbols can be found in Puerto Rico as well as the other surrounding Caribbean islands Cuba, Jamaica, Haiti, Dominica, even the tip end of Florida. Received studies they found 61% of the Taino gene can be found in Puerto Ricans today.

Number of Artists Served: 19

Number of Anticipated Audience/Attendance: 735

Amount of Funding Allocated: \$3,500

Other Measureable Output:

- 2 public programming events each
- 4 Curators paid
- 40 works created
- 4 Artist Talks

Date Completed: December 31, 2019

Activity 2: 1.5 Two Film/Media Productions: Provide details for each of the two productions, including the selection process, themes, and outreach plans.

Description: 1.5 - Two Film/Media Productions: 1) With a theme of resiliency, the African American Art & Culture Complex will co-sponsor a screening of films for Women's History Month focused on Black Women Filmmakers. The films will be curated in collaboration with Maria

Judice of Indigo Impact and AAACC's Co-Directors - also hosts of the screenings. 2) With a theme of resiliency, the African American Art & Culture Complex will co-sponsor two (2) screenings of the SF Black Film Festival during the Black Family Reunion. The films will be curated in collaboration with Maria Judice of Indigo Impact and AAACC's Co-Directors - also hosts of the screenings.

Number of Artists Served: 2

Number of Anticipated Audience/Attendance: 30

Amount of Funding Allocated: \$800

Other Measureable Output:

- 4 Films Screened
- 2 filmmakers paid for screening fee

Date Completed: June 30, 2020

Activity 3: 1.7 Five Art Classes: Describe each of the five classes where the Cultural Center pays the teaching artist for prep time and teaching. Fiscal year 19-20 our focus and theme for our art classes are on health and wellness. We have partnered with teachers, artists, and practitioners who are trained in working with communities dealing with trauma with a focus on joy. The facilitators were chosen based on our direct experience in a prior class or the facilitators come highly recommended in response a direct ask of several community partners.

Our outreach plan begins with our team and sharing clear goals for class attendance: Qtr 1 - two students; Qtr 2 - five students; Qtr 3 - seven students; and Qtr 4 - ten students. Each facilitator will share about our new offering with their community in addition to going out into the community to flyer and post in the community centers, housing main offices, neighboring businesses, and our media outlets. We are also budgeting to create ads in both print and online media outlets in the Bay Area.

Description: 1.7 - Five Art Classes: 1) Yoga - Black to Yoga is a yoga extravaganza created by people of color, for E-V-E-R-Y-B-O-D-Y! Their mission is to bring health and wellness to community through the transformative power of yoga. 2) Dance: Relax/Release Workshops for the community focused on Embodiment, Restorative Movement/ Breath/ Meditation. 3) Meditation: A San Francisco-based social practice artist, Ramekon O'Arwisters, a 3.9 Art Collective member, is the founder of Crochet Jam, a community arts project infused with folk-art traditions that foster a creative culture in cooperative relationships. He will be teaching art meditation classes at AAACC. 4) Self-Care: This offering will be a collaborative effort with an AAACC Staff member and a AAACC Board of Directors member to introduce self-care tools to individuals in the community impacted by trauma, specifically those impacted by gun violence. It will involve group discussion, art therapy tools, and a wellness activity using essential oils. 5) Music: The Music for Seniors Program will be supported by Board Member Rev. Arnold Townsend and in collaboration with The Without Walls Church Music ministry. The program will partner with 2 - 3 Senior Housing complexes and guest musicians to create a senior choir.

Number of Artists Served: 15

Number of Anticipated Audience/Attendance: 90

Amount of Funding Allocated: \$2,250

Other Measureable Output:

- Weekly
- Dance

- Music
- Quarterly Classes
- Crochet Jam 4
- \$100/class
- Instructional hours - 1.5 hours (15 min set/breakdown)
- 3 Part Series Classes
- Black to Yoga
- Self-Care
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Activity 4: 1.9 Responsive Public Programming: Describe the programming and/or openness to collaboration cultivated by the Center, including the selection process, priority theme or issue, and outreach plan.

Description: 1.9 - Responsive Public Programming: Kwanzaa Celebration - A culturally rich event with African and African American Vendors, Dance performances, Black Jeopardy Game, Arts and Crafts, Catered Meal and Kwanzaa Ceremony performed by Brother Clint and Brother Malik. Presented by the AAACC and The Village Project.

Number of Artists Served: 5

Number of Anticipated Audience/Attendance: 735

Amount of Funding Allocated: \$3,000

Other Measureable Output:

- 8 Vendors
- 3 Activities
- Kwanzaa Ceremony/Ritual
- Black Jeopardy
- Spoken Word and Live Music

Date Completed: Qtr 3 March 2020

Outcome 2: Support artists, designers, technicians, and arts administrators rooted in historically underserved communities to build their capacity, resilience and economic viability.

Cultural Centers must identify at least one activity from the following list, but are encouraged to implement and identify multiple activities

Activity 1: Professional Development

Describe the Activity: 2.2 - "We Rise Program": The African American Arts & Culture Complex and McKinley Art Solutions will present "We Rise" -

'We Rise' is for emerging artists who are people of color or from disadvantaged backgrounds or are from underrepresented communities within the art community. This one day seminar is designed to provide education, critical discussion and potential for community building for all attendees seeking to elevate their art practice to art as a profession.

Number of Artists Served: 20

Amount of Funding Allocated: \$1,625

Other Measureable Output:

- 1 Coordinator Paid
- 2 Panelists
- 20 artists served

Date Completed: December 30, 2019

Activity 2: Fiscal Sponsorship

Describe the Activity: 2.3 - Fiscal Sponsorship Program: Our Fiscal Sponsorship Program is committed to fostering the artistic, economic and cultural development of San Francisco's African American community by operating programs and providing services that commission and present Black artists. We seek a fiscal sponsorship relationship with Black led organizations whose values align with ours, have a solid following, clear goals to grow their organization, competent and accountable, and have a clear vision for their organization.

Number of Artists Served: 5

Amount of Funding Allocated: \$2,000

Other Measureable Output:

- 5 organizations served
- 10% fiscal sponsorship fee
- Increase of 2 additional organizations
- 1 orientation
- 1 fiscally sponsored project each

Date Completed: June 30, 2020

Outcome 3: Invest in a vibrant arts community by playing a critical role in strengthening neighborhoods and communities and responding to community needs. At least one project under 3.1 and two projects under 3.2 are required.

Collaborative Project: 3.1- "Black Family Reunion": The Black Family Reunion is a new program of the African American Art & Culture Complex. Inspired by the national Black Family Reunion Celebration - created by Dorothy Irene Height and the National Council of Negro Women in 1986 - this celebration is offered in conjunction and collaboration with the San Francisco Black Film Festival and San Francisco Juneteenth Festival. With the tradition of the Black family reunion in mind, we are committed to inviting the dispersed Black communities and families back to San Francisco to celebrate our rich history and culture through films, programs, and games.

Amount of Funding Allocated: \$5,000

Staff Hours Allocated: 100

Other Measurable Output:

- 100 Attendance
- 3 artists paid
- 3 vendors

Date Completed: June 30, 2020

Representation on Community Leadership Team

Activity 1: 3.2 - Mo'Magic: "Mo'Magic Mo' MAGIC is a collaborative San Francisco neighborhood-based nonprofit organization whose mission is to transform the community and youth through the MAGIC of collaboration. We partner with Mo'Magic by providing space, artistic programs for the children and youth of their program, and participated in their meetings to align on a mission of how to impact the Western Addition together. 4 meetings/ annually; 1 - 2 staff members attending.

Amount of Funding Allocated: \$5,000

Staff Hours Allocated: 16

Other Measurable Output:

- 1 staff member in attendance to at least 4 meetings

Date Completed: June 30, 2020

Activity 2: 3.2 - Fillmore South Collaborative: Fillmore Street is one of San Francisco's great treasures. It's the main shopping and dining district in one of the city's finest neighborhoods. Known as Harlem of the West, Fillmore South is a collective of business owners, organizations, and stakeholders committed to the programming, promotion, and safety of the neighboring communities, visitors, and tourists. 2 meetings / annually; 1 - 2 staff members attending.

Amount of Funding Allocated: \$5,000

Staff Hours Allocated: 8

Other Measureable Output:

Date Completed: June 30, 2020

Outcome 4: Ensure the sustainability of a healthy nonprofit arts organization and the adequate compensation and retention of staff. All activities are required except for 4.11 which only apply to those organizations that have debt.

4.1 Describe how the staff includes 3 FTEs overseeing development, fiscal oversight, and programming.

- Org Chart Uploaded to folder
 - Development
 - Lisa Gray .5FTE
 - Melonie Green .25FTE
 - Melorra Green .25FTE
 - Fiscal Oversight
 - Melonie Green .75FTE
 - Melorra Green .25FTE
 - Programming
 - Melorra Green.75FTE
 - Melonie Green .25FTE

4.2 Participate annually in a monitoring and compliance site visit and respond to findings in a timely manner. Please note any findings that you will address and include the target date of completion.

AAACC Compliance: The African American Art & Culture Complex will participate in the annual monitoring and compliance site visit. We will respond to findings in a timely manner.

Date Completed: March 30, 2020

4.3 Describe at least two professional development opportunities the organization will provide for each staff member for a total of eight hours or \$500 allocated to each staff member per year.

The African American Art & Culture Complex is committed to the training and development of our staff which will continue our education, expand networking opportunities, and improve job performance. Staff members will receive paid work time for professional development, whether or not the training is free or cost. If the class or workshop has a cost, we will provide up to \$500.

Number of staff provided PD opportunity: 8

Staff Hours Allocated: 64

Amount of Funding Allocated: \$4,000

Date Completed: June 30, 2020

4.4 Describe the recruitment process for new board members and the onboarding process. Describe board development activities in areas such as fundraising, finance, and strategic planning to ensure a strong board of directors

The African American Art & Culture Complex is committed to board training and development because we understand that effective board leadership and governance will help our organization operate to the fullest capacity and ensure longevity. We will engage the board by creating opportunities to review best practices and sharing year-round training opportunities. Our board members have a committed to do the following:

- **Governance:** Ensure that the organization operates within its adopted by-laws. Recommend and approve all policies determining the purpose, governing principles, functions and activities of the organization and overseeing their implementation. Participate in long-range planning. Follow conflicts-of-interest and confidentiality policies. Hire and regularly evaluate the Executive Director.
- **Attendance:** Attend all board meetings and committees to which assigned, including an annual retreat. The usual time commitment for board participation is five hours per month. Board terms are two years, renewable up to a total of three terms.
- **Finance:** Have an active role in fiscal management including: approving and monitoring the budget, monitoring operations expenditures to comply with the budget, and reviewing the annual audit.
- **Fundraising:** Commitment to actively identify prospective funders, and to participate in the cultivation and solicitation process. Board members are expected to “give or get” at least \$3,000 annually to the organization, either through a personal financial contribution or personal fundraising efforts, or a combination of both.
- **Board Development:** Participate in the identification, recruitment and development of board members who can make significant contributions to the work of the board and the organization.

Amount of Funding Allocated: \$1,500

Number of Training Hours: 64

Other Measurable Outputs:

- 4 Board of Directors meetings

- 8 Board members with a goal of 11 by Qtr 4
- 2 Board development Activities each

Date Completed: June 30, 2020

4.5 Describe the policy that your organization has implemented to adhere to the city's Health Care Accountability Ordinance (regardless of number of employees). 1. Compliant health plan, or 2. Payment per employee per hour to SF General

AAACC Health Care Plan: The African American Art & Culture Complex will provide full health care coverage for employees who work 20 hours or more. Employees working over 20 hours receive health insurance..021

Describe which proof of participation you will provide: Option 1: Email from OLSE saying health care plan is in compliance and enrollment packet with rates

Date Completed: June 30, 2020

4.6 Describe your efforts to create a plan showing how you will maintain diverse revenue sources where City dollars make up no more than 50 percent of the annual operating budget. Be sure to include earned income from merchandise sales for SFAC approval, # of grants applied for, amount of money raised from ticket sales, amount of money raised from individual donors

Activity: AAACC Diversified Revenue Plan: The African American Art & Culture Complex is in the process of creating a diverse revenue source where City dollars make up no more than 50 percent of the annual operating budget, including sales of artwork, and t-shirts sales. Create a draft revenue plan with a mix of revenue streams.

Date Completed: September 30, 2019

4.7 Describe the policy that meets the Minimum Compensation Ordinance requirement for accrual of paid time off (at a rate of .04615) and unpaid time off (at a rate of .0392).

AAACC HR Policies: According to the AAACC Handbook: Paid Time Off (PTO) is provided by AAACC for employees to be away from work due to vacation, personal or family member's health needs and other personal requirements. All full-time and part-time regular employees will begin PTO on the first day of employment. This policy is intended to comply with California's Healthy Workplaces, Healthy Families Act of 2014 and the San Francisco Minimum Compensation Ordinance (MCO). So that the company may schedule work and plan for business requirements, submit PTO requests in writing at least two weeks in advance to the Executive Director. PTO used for the purpose of sick leave may be for an employee's own illness, injury or for the purpose of receiving medical care, treatment or diagnosis. PTO leave may also be used for that of a family member or a pre-selected designated person. **Other**

Measurable Output: A full summary of the PTO Policy and be found in the AAACC Handbook.

Date Completed: September 30, 2019

4.8 Establish or revise a program reserve policy that includes 1) the purpose of the reserve, 2) the target amount and steps for reaching the goal, 3) assignment of authority for using the fund, 4) responsibilities for reporting reserve amounts and use of the reserve funds.

Activity: AAACC Program Reserve: The African American Art & Culture Complex plans to maintain a programmatic reserve fund with 1% of unrestricted funds and board contributions, in order to meet the compliance standard of having a three-month cash reserve. [1] [2]

Output: Approved programmatic reserve policy.

Date Completed: March 30, 2020

4.9 Describe website updates you'll make to maintain an accessible website (by following federal ADA requirements) to provide up-to-date information on organization's news, events, opportunities, and services.

Activity: The African American Art & Culture Complex is in the process of updating our website to both archive and highlight past and present programs and services. We will ensure our website is accessible, per the federal ADA requirements, to archive past and present artists.

Amount of Funding Allocated: \$2,000

Other Measurable Output:

- Website link:
 - www.aaacc.org
- List of updates:
 - Partnership with Black Square
 - Switch to Weebly Platform
 - Ecommerce system using Square
 - New design
 - Add Youtube station
 - Possibly new domain name

Date Completed: March 30, 2020

4.10 Describe the organization's process to evaluate programmatic and organizational strengths and weaknesses that include community input and engagement. Be clear on your goals, what you are measuring, how will you know you met your goals. Include annual goals for this process.

AAACC Audience Survey and Feedback: AAACC is committed to both understanding our visitors and providing excellent customer service. Our Audience Survey and Feedback process includes inviting our guests to complete a post-event survey after each event, analyzing and discussing the feedback once per quarter in a staff meeting, and creating lists for areas of improvement or where we can stand to raise the bar. We have a goal of 15% response rate from our audience, an increase of 5% as we plan to find more ways to make the process easier and faster.

We are measuring:

- Marketing
 - Attendance
 - How guests or event hosts found out about our space or event
- Reach
 - Audience demographics
 - Program or Event Host demographics
- Impact - Satisfaction with our:
 - Space

- Event
- Accessibility
- To our space
- In our space for those with different needs

Amount of Funding Allocated: \$200

Number of Surveys Collected: 215

Other Measurable Outputs: Analysis of survey results

Date Completed: June 30, 2020

4.12 If you are a Cultural Centers with youth programs, describe your policy as Custodian of Record through the California Department of Justice to collect Live Scan fingerprints of all staff, contractors, or volunteers who have access to the vulnerable population.

Policy: AAACC Youth Program Supervision: The African American Art & Culture Complex is committed to the safety of our vulnerable community. We ensure that all staff, volunteers, and contractors engage Live Scan's inkless background check process.

Output: List of ATI numbers for new and all staff

Date Completed: September 30, 2019

Outcome 5: Maintain, enhance and increase access to neighborhood-based arts and cultural facilities. The first five activities are required of all grantees with facilities. Activity 6 is optional, but highly recommended for organizations that are working toward refurbishing their space beyond capital projects funded by the City.

5.1 Describe the qualifications of the full-time facilities manager. The individual should have the ability to oversee the safe, efficient operation and maintenance of the facility.

We have updated our Facilities Management Accountability to include two roles: Building Manager .75FTE-1FTE and Operations Coordinator .25FTE, which will be shifted to our Rental & Membership Officer.

The Building Manager's core responsibilities are to ensure that code and safety compliance is in place and They are required to report to the Commission about code and safety compliance on a periodic basis and may be required to attend trainings related to City-owned facilities, conduct and document regular facilities inspections, ensure compliance with health and safety standards and industry codes, supervise maintenance and repair of facilities and equipment, oversee environmental health and safety, oversee facility refurbishment and renovations, ensure security of the facility and respond to facility and equipment alarms and system failures, and oversee custodian.

The Rental & Membership Officer core facility responsibilities are to address tenant and renter needs, maintain an up to date list of local contractors and resources for maintenance and emergency needs, allocate and manage facility space for maximum efficiency, coordinate intra-office moves, oversee security for evening events, and provide prompt response to requests and issues from facility occupants.

5.2 Provide a maintenance work plan that includes daily, monthly, and quarterly maintenance duties per the responsibilities required in the lease agreement. AAACC Maintenance and Repair Plan: The African American Art & Culture Complex will review the Maintenance & Repair plan to create a routine of maintenance, streamline approval of tasks, and ensure a safe and sanitary environment for our staff, artists, youth, and community at large. List of projects to be completed by AAACC in this fiscal year and requests for work by SFAC.
Measurable Output: AAACC Maintenance and Repair Plan
Date Completed: September 30, 2019

5.3 Describe how you maintain a recycling program that complies with Chapter 5 of San Francisco Environment Code regarding Resource Conservation.
AAACC Recycling Plan: The African American Art & Culture Complex will continue to maintain a recycling program that complies with City requirements. Participation in the city's recycling and compost program.
Other Measurable Output: Staff training certificates and photographs of training
Date Completed: June 30, 2020

5.4 Describe the organization's comprehensive program to offer space to Bay Area arts and culture organizations at a reduced rate.
Each year, AAACC provides our communities with affordable rental rates and discounts on space usage. This service is our way of supporting our community of amazing artists, activists, children, youth, and families for their contributions to the San Francisco Bay Area and to the legacy of this organization.
The Center is committed to providing our communities with rental rates and discounts that are equitable. This service is our way of supporting our community of artists, activists, service providers, children, youth, and families for their contributions to the San Francisco Bay Area and to the legacy of this organization. We have created a three-tier community rate platform that provides access to space at a discounted rate.
Number of Anticipated Subsidized Rentals: 26
Amount of Anticipated Financial Subsidy: \$3,500
Description of Other Documentation: Spreadsheet of subsidized renters and amounts
Date Completed: June 30, 2020

5.5 Describe the steps to establish or revise a facilities reserve policy that includes 1) the purpose of the reserve, 2) the target amount and steps for reaching the goal, 3) assignment of authority for using the fund, 4) responsibilities for reporting reserve amounts and use of the reserve funds.
The African American Art & Culture Complex is working to build a facilities reserve fund with a plan to increase costs for event-based security and maintenance by 3%. Fifty percent of these funds will go toward a facilities reserve. \$1,000 in reserve for facilities.
Measurable Output: Facilities Reserve Policy, Annual Budget, Balance Sheet
Date Completed: June 30, 2020

KEY BUDGET HIGHLIGHTS

Revenue

Anticipated earned revenue	\$80,000
Anticipated board contributions	\$2,000
Anticipated individual contributions	\$2,000
Anticipated City/County contributions	\$250,000
SFAC Cultural Center Grant Amount	\$673,252
Anticipated in-kind contributions	\$946,440
Anticipated total of Earned and Contributed	\$1,155,352

Expenses

Executive Director Annual Salary	\$160,000
Percentage of Executive Director time for facility oversight	30%
Total Salaries for Financial Oversight Staff	\$50,000
Bookkeeper (Contracted Employee)	100% Shared expense
ED 1	10%
Grants and Compliance Manager (Contracted Employee)	100% Shared expense
Total Salaries for Programming Staff	\$30,000
ED 2	10%
Program and Services Coordinator	30%
Adult Programs & Services Administrator	40%
Total Salaries for Development Staff	\$35,000
Grants and Compliance Manager (C	
Health Benefit Expenses	\$33,600
700 per person x 4 people = 2800 x 12	
Artist Honoraria Expenses	\$30,000
Visual Arts Exhibitions, Classes, and Stipends	
Production and Exhibition Expenses	\$10,000
Vinyl, paint, construction, supplies, and materials	
Professional Development Expenses	\$4,000
SFAC - \$1,500 and \$2,500 from DCYF and BLO Funding	
Staff development, training, workshops for staff	
Grantmaking Expenses (fiscal sponsorship)	\$6,000
Fiscal sponsorship, artist hub expenses, artist hub orientation, and travel expenses	
Fundraising Expenses	\$10,000

Donor software, e-newsletter, advertising, pay pal, postage, and individual giving campaign expenses

Facilities

Total Salaries for Facilities Staff	\$60,000
Facilities Manager	100% Shared expense
Facilities Team Day	
Facilities Team Night	
Facilities Associates (3)	
Maintenance and Repair Expenses	\$6,000
Repair and Maintenance, Facility Repair, Auto Repair and Maint.	
Major Repairs Expenses	\$100,000
Estimates for the following: 1st floor fire panels (entrance and theatre); sprinkler system needs (2nd and 4th floors); roof top duct work (awaiting final quotes)	
Maintenance and Repair Equipment Rental	\$10,000
Equipment for floor repair, equipment for carpet removal, and articulating lift for off site murals	
Security Equipment Expenses (cameras, servers, alarms)	\$4,000
Bay Alarm and Security Cameras	
Telephone Expenses (equipment and service plans)	\$4,660
Comcast for Internet Phone Service	
Utilities Expenses	\$35,000
Water, PG&E, Electricity, Auto Lease, and Garbage	
Facilities – Other (items not already listed)	
Total Budget for Facility Management (including personnel)	\$56,000

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Date Completed: June 30, 2020

Representation on Community Leadership Team

Activity 1: 3.2 - Mo'Magic: "Mo'Magic Mo' MAGIC is a collaborative San Francisco neighborhood-based nonprofit organization whose mission is to transform the community and youth through the MAGIC of collaboration. We partner with Mo'Magic by providing space, artistic programs for the children and youth of their program, and participated in their meetings to align on a mission of how to impact the Western Addition together. 4 meetings/ annually; 1 - 2 staff members attending.

Amount of Funding Allocated: \$5,000

Staff Hours Allocated: 16

Other Measurable Output:

- 1 staff member in attendance to at least 4 meetings

Date Completed: June 30, 2020

Activity 2: 3.2 - Fillmore South Collaborative: Fillmore Street is one of San Francisco's great treasures. It's the main shopping and dining district in one of the city's finest neighborhoods. Known as Harlem of the West, Fillmore South is a collective of business owners, organizations, and stakeholders committed to the programming, promotion, and safety of the neighboring communities, visitors, and tourists. 2 meetings / annually; 1 - 2 staff members attending.

Amount of Funding Allocated: \$5,000

Staff Hours Allocated: 8

Other Measureable Output:

Date Completed: June 30, 2020

Outcome 4: Ensure the sustainability of a healthy nonprofit arts organization and the adequate compensation and retention of staff. All activities are required except for 4.11 which only apply to those organizations that have debt.

4.1 Describe how the staff includes 3 FTEs overseeing development, fiscal oversight, and programming.

- Org Chart Uploaded to folder
 - Development
 - Lisa Gray .5FTE
 - Melonie Green .25FTE
 - Melorra Green .25FTE
 - Fiscal Oversight
 - Melonie Green .75FTE
 - Melorra Green .25FTE
 - Programming
 - Melorra Green.75FTE
 - Melonie Green .25FTE

4.2 Participate annually in a monitoring and compliance site visit and respond to findings in a timely manner. Please note any findings that you will address and include the target date of completion.

AAACC Compliance: The African American Art & Culture Complex will participate in the annual monitoring and compliance site visit. We will respond to findings in a timely manner.

Date Completed: March 30, 2020

4.3 Describe at least two professional development opportunities the organization will provide for each staff member for a total of eight hours or \$500 allocated to each staff member per year.

The African American Art & Culture Complex is committed to the training and development of our staff which will continue our education, expand networking opportunities, and improve job performance. Staff members will receive paid work time for professional development, whether or not the training is free or cost. If the class or workshop has a cost, we will provide up to \$500.

Number of staff provided PD opportunity: 8

Staff Hours Allocated: 64

Amount of Funding Allocated: \$4,000

Date Completed: June 30, 2020

4.4 Describe the recruitment process for new board members and the onboarding process. Describe board development activities in areas such as fundraising, finance, and strategic planning to ensure a strong board of directors

The African American Art & Culture Complex is committed to board training and development because we understand that effective board leadership and governance will help our organization operate to the fullest capacity and ensure longevity. We will engage the board by creating opportunities to review best practices and sharing year-round training opportunities. Our board members have a committed to do the following:

- **Governance:** Ensure that the organization operates within its adopted by-laws. Recommend and approve all policies determining the purpose, governing principles, functions and activities of the organization and overseeing their implementation. Participate in long-range planning. Follow conflicts-of-interest and confidentiality policies. Hire and regularly evaluate the Executive Director.
- **Attendance:** Attend all board meetings and committees to which assigned, including an annual retreat. The usual time commitment for board participation is five hours per month. Board terms are two years, renewable up to a total of three terms.
- **Finance:** Have an active role in fiscal management including: approving and monitoring the budget, monitoring operations expenditures to comply with the budget, and reviewing the annual audit.
- **Fundraising:** Commitment to actively identify prospective funders, and to participate in the cultivation and solicitation process. Board members are expected to “give or get” at least \$3,000 annually to the organization, either through a personal financial contribution or personal fundraising efforts, or a combination of both.
- **Board Development:** Participate in the identification, recruitment and development of board members who can make significant contributions to the work of the board and the organization.

Amount of Funding Allocated: \$1,500

Number of Training Hours: 64

Other Measurable Outputs:

- 4 Board of Directors meetings

- 8 Board members with a goal of 11 by Qtr 4
- 2 Board development Activities each

Date Completed: June 30, 2020

4.5 Describe the policy that your organization has implemented to adhere to the city's Health Care Accountability Ordinance (regardless of number of employees). 1. Compliant health plan, or 2. Payment per employee per hour to SF General

AAACC Health Care Plan: The African American Art & Culture Complex will provide full health care coverage for employees who work 20 hours or more. Employees working over 20 hours receive health insurance..021

Describe which proof of participation you will provide: Option 1: Email from OLSE saying health care plan is in compliance and enrollment packet with rates

Date Completed: June 30, 2020

4.6 Describe your efforts to create a plan showing how you will maintain diverse revenue sources where City dollars make up no more than 50 percent of the annual operating budget. Be sure to include earned income from merchandise sales for SFAC approval, # of grants applied for, amount of money raised from ticket sales, amount of money raised from individual donors

Activity: AAACC Diversified Revenue Plan: The African American Art & Culture Complex is in the process of creating a diverse revenue source where City dollars make up no more than 50 percent of the annual operating budget, including sales of artwork, and t-shirts sales. Create a draft revenue plan with a mix of revenue streams.

Date Completed: September 30, 2019

4.7 Describe the policy that meets the Minimum Compensation Ordinance requirement for accrual of paid time off (at a rate of .04615) and unpaid time off (at a rate of .0392).

AAACC HR Policies: According to the AAACC Handbook: Paid Time Off (PTO) is provided by AAACC for employees to be away from work due to vacation, personal or family member's health needs and other personal requirements. All full-time and part-time regular employees will begin PTO on the first day of employment. This policy is intended to comply with California's Healthy Workplaces, Healthy Families Act of 2014 and the San Francisco Minimum Compensation Ordinance (MCO). So that the company may schedule work and plan for business requirements, submit PTO requests in writing at least two weeks in advance to the Executive Director. PTO used for the purpose of sick leave may be for an employee's own illness, injury or for the purpose of receiving medical care, treatment or diagnosis. PTO leave may also be used for that of a family member or a pre-selected designated person. **Other**

Measurable Output: A full summary of the PTO Policy and be found in the AAACC Handbook.

Date Completed: September 30, 2019

4.8 Establish or revise a program reserve policy that includes 1) the purpose of the reserve, 2) the target amount and steps for reaching the goal, 3) assignment of authority for using the fund, 4) responsibilities for reporting reserve amounts and use of the reserve funds.

Activity: AAACC Program Reserve: The African American Art & Culture Complex plans to maintain a programmatic reserve fund with 1% of unrestricted funds and board contributions, in order to meet the compliance standard of having a three-month cash reserve. [1] [2]

Output: Approved programmatic reserve policy.

Date Completed: March 30, 2020

4.9 Describe website updates you'll make to maintain an accessible website (by following federal ADA requirements) to provide up-to-date information on organization's news, events, opportunities, and services.

Activity: The African American Art & Culture Complex is in the process of updating our website to both archive and highlight past and present programs and services. We will ensure our website is accessible, per the federal ADA requirements, to archive past and present artists.

Amount of Funding Allocated: \$2,000

Other Measurable Output:

- Website link:
 - www.aaacc.org
- List of updates:
 - Partnership with Black Square
 - Switch to Weebly Platform
 - Ecommerce system using Square
 - New design
 - Add Youtube station
 - Possibly new domain name

Date Completed: March 30, 2020

4.10 Describe the organization's process to evaluate programmatic and organizational strengths and weaknesses that include community input and engagement. Be clear on your goals, what you are measuring, how will you know you met your goals. Include annual goals for this process.

AAACC Audience Survey and Feedback: AAACC is committed to both understanding our visitors and providing excellent customer service. Our Audience Survey and Feedback process includes inviting our guests to complete a post-event survey after each event, analyzing and discussing the feedback once per quarter in a staff meeting, and creating lists for areas of improvement or where we can stand to raise the bar. We have a goal of 15% response rate from our audience, an increase of 5% as we plan to find more ways to make the process easier and faster.

We are measuring:

- Marketing
 - Attendance
 - How guests or event hosts found out about our space or event
- Reach
 - Audience demographics
 - Program or Event Host demographics
- Impact - Satisfaction with our:
 - Space

- Event
- Accessibility
- To our space
- In our space for those with different needs

Amount of Funding Allocated: \$200

Number of Surveys Collected: 215

Other Measurable Outputs: Analysis of survey results

Date Completed: June 30, 2020

4.12 If you are a Cultural Centers with youth programs, describe your policy as Custodian of Record through the California Department of Justice to collect Live Scan fingerprints of all staff, contractors, or volunteers who have access to the vulnerable population.

Policy: AAACC Youth Program Supervision: The African American Art & Culture Complex is committed to the safety of our vulnerable community. We ensure that all staff, volunteers, and contractors engage Live Scan's inkless background check process.

Output: List of ATI numbers for new and all staff

Date Completed: September 30, 2019

Outcome 5: Maintain, enhance and increase access to neighborhood-based arts and cultural facilities. The first five activities are required of all grantees with facilities. Activity 6 is optional, but highly recommended for organizations that are working toward refurbishing their space beyond capital projects funded by the City.

5.1 Describe the qualifications of the full-time facilities manager. The individual should have the ability to oversee the safe, efficient operation and maintenance of the facility.

We have updated our Facilities Management Accountability to include two roles: Building Manager .75FTE-1FTE and Operations Coordinator .25FTE, which will be shifted to our Rental & Membership Officer.

The Building Manager's core responsibilities are to ensure that code and safety compliance is in place and They are required to report to the Commission about code and safety compliance on a periodic basis and may be required to attend trainings related to City-owned facilities, conduct and document regular facilities inspections, ensure compliance with health and safety standards and industry codes, supervise maintenance and repair of facilities and equipment, oversee environmental health and safety, oversee facility refurbishment and renovations, ensure security of the facility and respond to facility and equipment alarms and system failures, and oversee custodian.

The Rental & Membership Officer core facility responsibilities are to address tenant and renter needs, maintain an up to date list of local contractors and resources for maintenance and emergency needs, allocate and manage facility space for maximum efficiency, coordinate intra-office moves, oversee security for evening events, and provide prompt response to requests and issues from facility occupants.

5.2 Provide a maintenance work plan that includes daily, monthly, and quarterly maintenance duties per the responsibilities required in the lease agreement. AAACC Maintenance and Repair Plan: The African American Art & Culture Complex will review the Maintenance & Repair plan to create a routine of maintenance, streamline approval of tasks, and ensure a safe and sanitary environment for our staff, artists, youth, and community at large. List of projects to be completed by AAACC in this fiscal year and requests for work by SFAC.
Measurable Output: AAACC Maintenance and Repair Plan
Date Completed: September 30, 2019

5.3 Describe how you maintain a recycling program that complies with Chapter 5 of San Francisco Environment Code regarding Resource Conservation.
AAACC Recycling Plan: The African American Art & Culture Complex will continue to maintain a recycling program that complies with City requirements. Participation in the city's recycling and compost program.
Other Measurable Output: Staff training certificates and photographs of training
Date Completed: June 30, 2020

5.4 Describe the organization's comprehensive program to offer space to Bay Area arts and culture organizations at a reduced rate.
Each year, AAACC provides our communities with affordable rental rates and discounts on space usage. This service is our way of supporting our community of amazing artists, activists, children, youth, and families for their contributions to the San Francisco Bay Area and to the legacy of this organization.
The Center is committed to providing our communities with rental rates and discounts that are equitable. This service is our way of supporting our community of artists, activists, service providers, children, youth, and families for their contributions to the San Francisco Bay Area and to the legacy of this organization. We have created a three-tier community rate platform that provides access to space at a discounted rate.
Number of Anticipated Subsidized Rentals: 26
Amount of Anticipated Financial Subsidy: \$3,500
Description of Other Documentation: Spreadsheet of subsidized renters and amounts
Date Completed: June 30, 2020

5.5 Describe the steps to establish or revise a facilities reserve policy that includes 1) the purpose of the reserve, 2) the target amount and steps for reaching the goal, 3) assignment of authority for using the fund, 4) responsibilities for reporting reserve amounts and use of the reserve funds.
The African American Art & Culture Complex is working to build a facilities reserve fund with a plan to increase costs for event-based security and maintenance by 3%. Fifty percent of these funds will go toward a facilities reserve. \$1,000 in reserve for facilities.
Measurable Output: Facilities Reserve Policy, Annual Budget, Balance Sheet
Date Completed: June 30, 2020

KEY BUDGET HIGHLIGHTS

Revenue

Anticipated earned revenue	\$80,000
Anticipated board contributions	\$2,000
Anticipated individual contributions	\$2,000
Anticipated City/County contributions	\$250,000
SFAC Cultural Center Grant Amount	\$673,252
Anticipated in-kind contributions	\$946,440
Anticipated total of Earned and Contributed	\$1,155,352

Expenses

Executive Director Annual Salary	\$160,000
Percentage of Executive Director time for facility oversight	30%
Total Salaries for Financial Oversight Staff	\$50,000
Bookkeeper (Contracted Employee)	100% Shared expense
ED 1	10%
Grants and Compliance Manager (Contracted Employee)	100% Shared expense
Total Salaries for Programming Staff	\$30,000
ED 2	10%
Program and Services Coordinator	30%
Adult Programs & Services Administrator	40%
Total Salaries for Development Staff	\$35,000
Grants and Compliance Manager (C	
Health Benefit Expenses	\$33,600
700 per person x 4 people = 2800 x 12	
Artist Honoraria Expenses	\$30,000
Visual Arts Exhibitions, Classes, and Stipends	
Production and Exhibition Expenses	\$10,000
Vinyl, paint, construction, supplies, and materials	
Professional Development Expenses	\$4,000
SFAC - \$1,500 and \$2,500 from DCYF and BLO Funding	
Staff development, training, workshops for staff	
Grantmaking Expenses (fiscal sponsorship)	\$6,000
Fiscal sponsorship, artist hub expenses, artist hub orientation, and travel expenses	
Fundraising Expenses	\$10,000

Donor software, e-newsletter, advertising, pay pal, postage, and individual giving campaign expenses

Facilities

Total Salaries for Facilities Staff	\$60,000
Facilities Manager	100% Shared expense
Facilities Team Day	
Facilities Team Night	
Facilities Associates (3)	
Maintenance and Repair Expenses	\$6,000
Repair and Maintenance, Facility Repair, Auto Repair and Maint.	
Major Repairs Expenses	\$100,000
Estimates for the following: 1st floor fire panels (entrance and theatre); sprinkler system needs (2nd and 4th floors); roof top duct work (awaiting final quotes)	
Maintenance and Repair Equipment Rental	\$10,000
Equipment for floor repair, equipment for carpet removal, and articulating lift for off site murals	
Security Equipment Expenses (cameras, servers, alarms)	\$4,000
Bay Alarm and Security Cameras	
Telephone Expenses (equipment and service plans)	\$4,660
Comcast for Internet Phone Service	
Utilities Expenses	\$35,000
Water, PG&E, Electricity, Auto Lease, and Garbage	
Facilities – Other (items not already listed)	
Total Budget for Facility Management (including personnel)	\$56,000

Category	Income Type	Income Description	Organization Budget FY20	
Earned Revenue	Admissions			
	Ticket Sales			
	Tuitions			
	Workshop & Lecture Fees	Whole family workshops	\$555	
	Touring Fees			
	Special Events - other			
	Special Events - Non-fundraising			
	Gift Shop/ Merchandise			
	Gallery/Publication Sales			
	Food Sales/ Concession Revenue			
	Parking Concessions	Income from rental of spaces and for special events	\$20,000	
	Membership Dues/Fees	Income from co-working membership fees	\$37,750	
	Subscriptions			
	Contracted Services/ Performance Fees			
	Rental Income - Program Use	Fees from programs using space for arts and cultural activities	\$20,000	
	Rental Income - Non-Program use	Income from community, corporate rentals, etc.	\$12,000	
	Royalties/Rights & Reproductions			
	Advertising Revenue			
	Sponsorship Revenue			
	Investments-Realized Gains/Losses			
Investments-Unrealized Gains/Losses				
Interest & Dividends				
Other Earned Revenue	Revenues from insurance riders for outside entities, and fiscal sponsor fees	\$4,000		
	Total Earned Revenue		\$94,305	
Contributed Revenue	Trustee/ Board Contributions			
	Individual Contributions			
	Corporate Contributions	Income from corporate sponsorship for events and programs	\$20,000	
	Foundation Contributions	East Bay Community Foundation = 100K, San Francisco Foundation 40K, Chan Zuckerberg Foundation = ~5K, Koret Foundation = ~5K	\$300,000	
	Government - City & County	DCYF Funding	\$430,000	
	Government - Cultural Center	577,475+30,000 (Prop E)+ Subgrantee QCC at 112,608	\$720,083	
	Government - State			
	Government - Federal	Planning for TBWIG exhibition 2021	\$15,000	
	Tribal Contributions			
	Special Events - Fundraising			
	Other Contributions			
	Related Organization Contributions			
	In-Kind Contributions	Building and Board Time	\$831,730	
		Total Contributed Revenue		\$2,316,813
	Total Revenues	Total Earned and Contributed		\$2,411,118

AAACC FY20 Budget Template

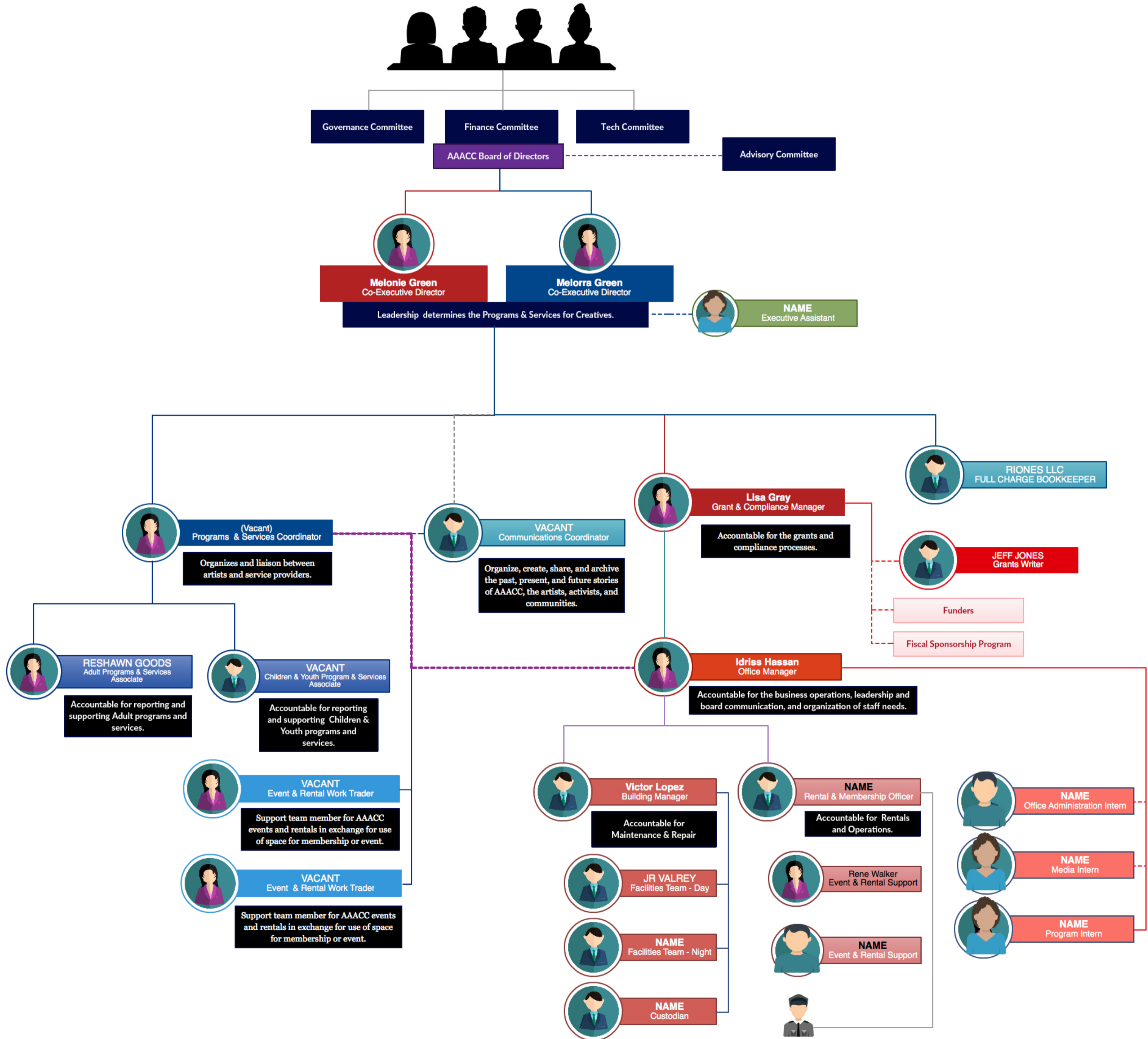
Category	Expense Type	Expense Description	Total Organization Budget	SFAC Cultural Center Budget	Prop E from FY19
Direct Personnel Expenses	Salaries		\$630,720	\$252,288	
	Fringe Benefits		\$234,443	\$63,598	
	Payroll Taxes		\$13,363		
	Contractual Services		\$35,000		
	Health Benefits		\$81,994		
	Disability				
	Workers' Compensation		\$48,629		
	Pension and Retirement				
	Benefits, Other FICA		\$50,458		
	Stipends		\$5,000		
Total Salaries and Fringe			\$468,886	\$315,886	\$0
Operational Expenses	Accounting	Cost of thrid party accounting firm	\$51,485	\$12,871	
	Advertising and Marketing	Cost of promoting events and programs	\$3,090	\$742	
	Artist Commission Fees	Wakanda Winter Wonderland Artist commissions for Winter Wonderland for 10 artists to create immersive artistic experiences with each artisit receiving funds based on their submissions. Not to exceed \$1000 for any one artists fees. most will average \$500 to \$800 + fees for artsit commissions not related to Wakanda Winter Wonder land	\$6,500	\$1,500	\$5,000
	Artist Consignments				
	Artist & Performers - Non-Salaried	Fees for performers presenting at AAACC + Commission ten (10) artists to build engaging interactive experiences that shed light on the variety of ways in which Black families and communities celebrate and honor the season. \$5000 will support paying artists + fees for teaching artists and others providing services for SFAC family, youth, and adult programming	\$37,300	\$30,000	\$5,000
	Audit	Annual agency audit	\$4,000	\$1,000	
	Bank Fees	Fees for checking accounts	\$3,000		
	Repairs & Maintenance	Cost of facility upkeep	\$10,300	\$10,300	
	Catering & Hospitality	Cost for food and beverages at events, openings, etc.	\$10,300		
	Collections Conservation				
	Collections Management				
	Conferences & Meetings	Cost of staff to attend relevant proefessional development conferences and meetings for arts focused and black led organizations'	\$12,360	\$9,785	
	Cost of Sales	Cost related to packaging and selling artwork exhibited at AAACC @ 800 for 4 exhibitions	\$3,200	\$10,000	
	Depreciation				
	Dues & Subscriptions	Costs related to subscriptions to arts and arts management groups, etc.	\$800		
	Equipment Rental	Cost of renting copiers and other office equipment	\$20,000	\$20,600	
	Facilities - Other	Costs to purchase faciltity maintenece supplies and maintain tenant and co-working spaces + Resources for artists who can not afford materials + unanticipated capital projects in the building	\$116,390		
	Fundraising Expenses - Other	Costs associated with conducting fundraising and development activities for the year + grant management software liscence for 1 yr @ 1000	\$6,150		
	Fundraising Professionals	Cost of grantwriter			
	Grantmaking Expense	QCC + Juneteenth + SF Black Film Festival	\$112,608	\$112,608	
Honoraria	Funding for artists talks + payment of writers at literary readings + panelists at AAACC curated events like We Rise + artists to use VR space by deferring their costs	\$10,225	\$10,225		
In-Kind Contributions	Value of the facility + value of boardmember time @ 20/hr for 5/hrs month	\$976,033			
Insurance	Cost of insurance for AAACC operations and programs	\$30,000	\$7,500		
Interest Expense					

AAACC FY20 Budget Template

Category	Expense Type	Expense Description	Total Organization Budget	SFAC Cultural Center Budget	Prop E from FY19
	Internet & Website	Cost of maintaining and upgrading AAACC website + cost of high speed internet for the facility	\$5,150		
	Investment Fees				
	Legal Fees	Cost of lawyers fees	\$2,225		
	Lodging & Meals				
	Office Expense - Other				
	Other	Materials and supplies for the VR/AR/MR lab: 2 work stations, supplies, software, etc. @ 10k + Build out of Wakanda Winter Wonderland @10k + expenses for unanticipated costs related to arts programs and for those who need assistance with accessing fee for service offerings + Recycling program + cost of LiveScans for youth staff @500 + Board Development costs @1500 + costs related to	\$28,035	\$11,235	\$20,000
	Postage & Shipping	Cost of mailing to fiscally sponsored entities, funders, etc. + cost of shipping related to grants or other activities	\$412		
	Printing	Costs related to printing in-house + cost of ink, etc. + cost of large outsourced print jobs	\$3,605		
	Production & Exhibition Costs	Costs related to mounting exhibits and other productions - paint, tools, tarps, hangers, etc. + Cost of transforming parking area for Wakanda Winter Wonderland	\$13,390	\$9,373	
	Programs - Other	Co-working and Youth arts related expenses + acquisition of VR/AR equipment, supplies, work stations, etc + costs associated with Kwanzaa celebration + Black Family Reunion expenses @ 5000	\$33,000	\$23,100	
	Professional Development	Costs related to staff development activities and opportunities	\$3,090		
	Professional Fees: Other	Third party bookkeeping services	\$18,000	\$4,500	
	Public Relations				
	Rent	Building rent to City and County	\$1		
	Recording & Broadcasting Costs				
	Royalties/Rights & Reproductions				
	Sales Commission Fees				
	Security	Cost of security for events after hours	\$14,000	\$8,000	
	Supplies - Office & Other				
	Telephone	Cost of phone services for the agency both land lines and cell phones	\$11,000		
	Touring				
	Travel	Cost of local staff travel			
	Utilities	Cost of water + pge + garbage	\$33,000	\$8,250	
	Total Operational Expense		\$1,578,649	\$291,589	\$30,000
	Total Personnel and Operational		\$2,209,369	\$607,475	\$30,000

African American Art & Culture Complex

FY 19-20 Org Chart





A F R I C A N A M E R I C A N
A R T & C U L T U R E
C O M P L E X

Board of Directors

2019-2020

OFFICERS

Reverend Arnold Townsend, President
415-407-6359
revtword@hotmail.com

PJ Johnston, Parliamentarian
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Jolen Anderson, Vice-President
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**AFRICAN AMERICAN
ART & CULTURE
COMPLEX**

OUR COMMUNITY

Black: Artists, Activists, Service Providers, Children, Youth & Families.

The Following are our standard for-profit and non-profit hourly rates for use of space.

Standard For-Profit Rates			Standard Non-Profit Rates			
	Performance/ Events	Class/Meetings /Rehearsal		Performance/ Events	Class/Meetings /Rehearsal	Discount
Lobby			Lobby	\$0.000	\$0.000	20%
Buriel Clay Theater	\$187.50	\$93.75	Buriel Clay Theater	\$150.000	\$75.000	
2nd Floor Foyer			2nd Floor Foyer	\$0.000	\$0.000	
Nia Room	\$125.00	\$62.50	Nia Room	\$100.000	\$50.000	
Dance Studio B	\$60.00	\$30.00	Dance Studio B	\$48.000	\$24.000	
3rd Floor Foyer			3rd Floor Foyer			
Dance Studio A	\$40.00	\$20.00	Dance Studio A	\$40.00	\$20.00	
Hall of Culture	\$187.50	\$93.75	Hall of Culture	\$150.000	\$75.000	
Conference Room	\$75.00	\$50.00	Conference Room	\$60.000	\$40.000	
Auxiliary Options			Auxiliary Options			
Sargent Johnson Gallery	-	-	Sargent Johnson Gallery	-	-	
Media Room	\$150.00	\$75.00	Media Room	\$120.000	\$60.000	
Roof	\$300.00	\$150.00	Roof	\$240.000	\$120.000	

The following are hourly rates for our Affordable Rent Program.

Resident Art Orgs				Friends of The Center				Artists Hub			
	Performance/ Events	Class/Meetings /Rehearsal	Discount		Performance/ Events	Class/Meetings /Rehearsal	Discount		Performance/ Events	Class/Meetings /Rehearsal	Discount
Lobby	\$0.00	\$0.00	90%	Lobby	\$0.00	\$0.00	50%	Lobby	\$0.00	\$0.00	70%
Buriel Clay Theater	\$18.75	\$9.38		Buriel Clay Theater	\$93.75	\$46.88		Buriel Clay Theater	\$56.25	\$28.13	
2nd Floor Foyer				2nd Floor Foyer	\$0.00	\$0.00		2nd Floor Foyer	\$0.00	\$0.00	
Nia Room	\$12.50	\$6.25		Nia Room	\$62.50	\$31.25		Nia Room	\$37.50	\$18.75	
Dance Studio B	\$6.00	\$3.00		Dance Studio B	\$30.00	\$15.00		Dance Studio B	\$18.00	\$9.00	
3rd Floor Foyer	\$0.00	\$0.00		3rd Floor Foyer	\$0.00	\$0.00		3rd Floor Foyer	\$0.00	\$0.00	
Dance Studio A	\$4.00	\$2.00		Dance Studio A	\$20.00	\$10.00		Dance Studio A	\$12.00	\$6.00	
Hall of Culture	\$18.75	\$9.38		Hall of Culture	\$93.75	\$46.88		Hall of Culture	\$56.25	\$28.13	
Conference Room	\$7.50	\$5.00		Conference Room	\$37.50	\$25.00		Conference Room	\$22.50	\$15.00	
Auxiliary Options				Auxiliary Options				Auxiliary Options			
Sargent Johnson Gallery	-	-		Sargent Johnson Gallery	-	-		Sargent Johnson Gallery	-	-	
Media Room	\$15.00	\$7.50		Media Room	\$75.00	\$37.50		Media Room	\$45.00	\$22.50	
Roof	\$30.00	\$15.00		Roof	\$150.00	\$75.00		Roof	\$90.00	\$45.00	