

FERNIE AND DISTRICT ARTS STATION

User Group Policy

Purpose

The purpose of this policy is to ensure a safe and equitable access to The Arts Station facilities for groups with clearly defined roles and responsibilities.

Scope

This policy applies to all current user groups of The Arts Station and any new user groups.

Definitions

User group applies to more than 3 individuals who meet regularly with a set artistic purpose at The Arts Station. User group is the term used by FDAC but the group may refer to themselves as Guild, friends of, collective, community or alternative.

Policy Guidelines

All user groups must:

1. Meet FDAC Code of Conduct.
2. Provide a written mandate to FDAC. This mandate should align with FDACs mandate, goals and objectives.
3. Provide their desired needs from FDAC. This includes but is not limited to:
 1. Building use including storage.
 2. Admin support.
4. Sign a partnership agreement which outlines the relationship between FDAC and the user group.
5. All user groups will be financially independent. They are to have their own bank account and manage their own money.
6. All Arts Station space will be managed by FDAC and the use of the space is by request.
7. Any desired facility improvements that are needed/wanted for your group must be submitted in writing to FDAC for consideration.
8. Each user group will have a designated member who liaises with the FDAC management for all communication.
9. Users will no longer be required to obtain a Station Supporter. In lieu of this Station Supporter user groups that meet the above procedures can pay a yearly user group fee for frequent use of the building. Alternatively for less frequent use they can rent on an as needed basis.

The standard annual user group fee provides the following:

- Average of 80 hours of user group time per FDAC fiscal year. Each group will have different and specific needs which will be outlined in the partnership agreement.
- This equals on average 2 hours per week in these months:
- Jan-April & June
- Sept- mid-Dec
- May is reserved for facility infrastructure repair. FDAC endeavors to do work in this period however it may not be feasible and therefore access will be adjusted.
- Late December is closed for the holiday period.

- Cost per User Group by member numbers:
 - 15 & under: \$300
 - 25 & under: \$500
 - 50 & under: \$700

Authority:

All final decisions will be made by the Fernie & District Arts Council.

References:

[FDAC policy page](#)