



POLICY – SERVICES PROVIDED BY THE COLUMBIA ASSOCIATION TO OTHER ORGANIZATIONS

The Columbia Association has supported Columbia non-profit organizations since its founding, as part of the goal of Columbia's founder, James Rouse, to create a complete city, including non-profit arts and community service organizations to serve the community and provide access to the arts and other activities for residents. To help non-profit organizations get started in Columbia, the Columbia Association provided free services such as setting up booths and stage platforms, moving risers and other items such as files and office furnishings.

Now that the Columbia community has grown and matured, there are many non-profit organizations in Columbia that could use similar services. However, as the need for services grown, the Columbia Association's resources are limited, and labor and energy costs continue to rise. Therefore, the Columbia Association will continue to support area non-profit arts and community service organizations by providing needed services based on a fee schedule established annually. The fees have been established to only cover what providing these services actually costs the Columbia Association.

To request services for a Columbia non-profit arts or community service organization, please contact the Office of the President at the Columbia Association. You will be provided with an estimate of the cost before the service is provided, and the Columbia Association will bill your organization for the service upon completion.

The Columbia Association reserves the right to change the fees for services and to add or discontinue service with no advance notice. The fee schedule will be updated annually effective May 1. Since there may be times when the Columbia Association lacks the available labor or other resources necessary to provide a service, the Columbia Association also reserves the right to decline a request for service.

Approved January 9, 2007

