

## **Proposed MLPAA Guidelines for Donations to Donated Venues**

- The following payment schedule is proposed for a Non-profit venue available free of charge or for an unspecified “donation”
- Payment is to be based upon successful completion of an event
- Payment is in recognition of the Non-profit’s costs associated with pre- and post-event activities, janitorial and premise/utility costs.
- For comparison purposes, paid MLPAA venue costs range from \$250 to \$600

### Donation Payment Schedule

- \$300 for a Lunch & Learn event
  - \$300 and up to \$500, for a Speaker Series or Social event – in recognition of exceptional execution of an after-program reception
  - For an ongoing series or package of events known to be held at the same venue -- \$300 each
  - Each donated venue payment to be considered on a case-by-case basis
  - In the event the venue does not meet expectations, the donation will be withheld.
- Payment recommendation to be provided by the Logistics Chair and Comptroller with approval by David Patrick, prior to submission to United Way.