



**Selkirk Community Arts Centre**  
**SCAC Events and Workshops**  
**Procedures & Forms**

The steps to hold an event or workshop at SCAC are:

1. **Contact the Events and Workshop Coordinator (“the Coordinator”)** to see if **your preferred date and time are available**. \*At least 2 months’ notice is preferred.

The current Coordinator is **Ann Tigchelaar** at [SCACEvents@icloud.com](mailto:SCACEvents@icloud.com) or **(204) 997-1373**. The Coordinator will advise if your date and time are available.

2. **Complete a SCAC Facility Use Request Form.**

Facility Use Request Forms are available at the Gwen Fox Gallery, on the Gallery website: <https://www.gwenfoxgallery.com/page/workshopsandevents> or from the Coordinator. Drop off or mail completed forms to to the Gallery (101-250 Manitoba Avenue, Selkirk, Manitoba R1A 0Y5) or email them to [SCACEvents@icloud.com](mailto:SCACEvents@icloud.com) prior to the event or workshop.

3. **Sign the Facility Use Agreement between SCAC and User.**

Facility Use Agreements are available on the Gwen Fox Gallery website or from the Coordinator and must be completed and returned to the coordinator prior to the event or workshop.

- Non-members and outside organizations pay a \$50 User Fee upon signing.
- Members pay 15% of total course fee (not including supplies) after course completion.
- Payment must be made payable to “**Selkirk Community Arts Centre**”. An **Events and Workshop Payment Form** must be attached to the payment.

4. SCAC will designate a gallery key holder to open and close the Gallery.

5. The User must complete and submit a **Program Report** to the Coordinator immediately after the event.

16 August 2023