



Chair Dedication Policy

Fair Oaks Performing Arts Center-Veterans Memorial Amphitheatre and Black Box Theatre

PURPOSE

The Chair Dedication Program at Fair Oaks Performing Arts Center offers patrons an opportunity to support the arts while commemorating their contributions through the dedication of a chair within our venue. This policy outlines the terms and procedures for participating in the program.

DEFINITION

This policy applies to all individuals and organizations interested in dedicating a chair at the Fair Oaks Performing Arts Center. This pertains to the formal dedication on the back of a seat in the Veterans Memorial Amphitheatre.

ELIGIBILITY

- Individuals, families, businesses, and organizations are eligible to participate.
- Contributions must meet the minimum donation requirement set by the Fair Oaks Performing Arts Center with consideration from Fair Oaks Recreation Foundation.

DEDICATION TERMS

- **Duration:** Chair dedications are valid for a period of five years from the date of the dedication ceremony.
- **Renewal:** Dedications may be renewed at the end of the five-year period upon additional contribution.
- **Recognition:** A plaque with the donor's name, or a name of their choosing, will be affixed to the dedicated chair.
- **Certificate:** A certificate of dedication will be available to for each dedication.

DONATION LEVELS

- **Premium Chair Dedication** (e.g., front row, central seats): **\$500**

APPLICATION PROCESS

- Interested parties must complete a Chair Dedication Application Form.
- Applications can be submitted online via our website or in person at the Fair Oaks Recreation and Parks Office.

APPROVAL PROCESS

- All applications are subject to review and based on availability of the open chairs.
- The committee will ensure that the proposed dedication text adheres to guidelines (e.g., length, appropriateness).
- If edits need to be made the committee will work with the purchaser to make certain the guidelines are clear.

DEDICATION CEREMONY

- Fair Oaks Performing Arts Center will host an inaugural Chair Dedication Ceremony to honor new and renewing donors.
- Donors will receive invitations to the ceremony and are encouraged to attend.

SEAT RESERVATIONS, MEMBERSHIPS AND SUBSCRIPTIONS

- **Dedicated Seat Usage:** The dedication of a chair does not include any reservation rights for specific performances or events. Dedicated seats are symbolic and do not guarantee seating for any specific event.
- **Event Tickets:** Donors must purchase tickets separately for any events they wish to attend. Owning a dedicated chair does not provide any priority or reserved seating privileges.
- **Membership Privileges:** Chair dedications do not confer membership privileges or benefits. Any membership or subscription programs offered by the Fair Oaks Performing Arts Center must be purchased separately. Unless the holder is a Fair Oaks Performing Arts Center Member, which allows privileges of per-purchasing tickets to FORPD standard performance events. (i.e. Main Stage Production Series).
- **Subscription Benefits:** Subscriptions to season tickets or other benefit programs are not included with chair dedications. Subscribers and members will receive benefits according to the terms of their specific programs, which are independent of chair dedications.
- **Special Events:** During special events or high-demand performances, seating will be allocated according to the venue's standard ticketing policies. Dedicated seats will not be reserved or held unless tickets are purchased according to these policies.
- **Notifications:** Donors will be notified of upcoming events and performances through standard promotional channels, but no special notifications or reservations will be made for chair dedication holders unless the holders are subscribers or hold a membership with the Fair Oaks Performing Arts Center.

TERMS AND CONDITIONS

- **Text for Plaque:** The text for the plaque must be appropriate and respectful. Fair Oaks Performing Arts Center, Fair Oaks Recreation Foundation, and Fair Oaks Recreation and Parks District reserve the right to approve all plaque inscriptions. Offensive, defamatory, or inappropriate text will not be permitted.
- **Non-Transferable:** Chair dedications are non-transferable and non-refundable. Once a chair has been dedicated, the donation cannot be transferred to another individual or organization, nor can the contribution be refunded.
- **Changes and Modifications:** Fair Oaks Performing Arts Center reserves the right to relocate or remove dedicated chairs as necessary (e.g., renovations, reconfigurations). In such cases, donors

will be notified in advance and offered an alternative recognition option or relocation of the dedication to a similar seat.

- **Seat Limitations:** Due to limited availability, dedications are offered on a first-come, first-served basis until all 250 seats are dedicated. Once the limit is reached, no further dedications will be accepted until a seat becomes available.
- **Maintenance and Upkeep:** The Fair Oaks Performing Arts Center will maintain the dedicated chairs and plaques for the duration of the dedication period. However, the center is not responsible for damage caused by events beyond its control, such as natural disasters or vandalism.
- **Donor Responsibilities:** Donors are responsible for ensuring the accuracy of the information provided for the plaque. Any changes or corrections must be communicated promptly to the Fair Oaks Performing Arts Center.
- **Termination of Dedication:** The Fair Oaks Performing Arts Center reserves the right to terminate a dedication if the donor violates any terms and conditions, or if the dedicated text is later found to be inappropriate. In such cases, the donor will be notified, and the dedication will be removed without a refund.

FINANCIAL MANAGEMENT

- All donations received through the Chair Dedication Program will be used to support the Fair Oaks Performing Arts operations, programs, and maintenance.
- Donors will receive a receipt for their contributions, which will be tax-deductible as allowed by California law.

CONTACT INFORMATION

For more information or to apply for the Chair Dedication Program, please contact:

The Arts and Entertainment Manager
4150 Temescal Street
Fair Oaks, CA 95628
916-966-1036
foundation@forpd.org

REVIEW AND AMENDMENTS

- This policy will be reviewed annually by the Fair Oaks Recreation Foundation.
- Fair Oaks Performing Arts Center and Fair Oaks Recreation and Parks District have the right to amend this policy as needed. Donors will be notified of any significant changes.