



COLORADO SPRINGS

Fine Arts Center

at COLORADO COLLEGE

DONATIONS TO OTHER NON-PROFIT ORGANIZATIONS

The Colorado Springs Fine Arts Center (FAC) recognizes and appreciates that there are many wonderful non-profit organizations in the Colorado Springs area. We are in fact ourselves a non-profit organization and are happy to consider donation requests of FAC goods for non-profit fundraising events. Please see our donation policy below for more information, and thank you very much for your interest and trust in the FAC.

1. Non-profit charitable organizations may submit donation requests for up to four (4) museum admission passes, or one (1) certificate per year good for a Family Membership valued at \$90, or a certificate to a pair of tickets to a theatre performance (limitations may apply). Certificates for membership must be redeemed through FAC *within three months* of your organization's event.
2. Requests must be submitted a minimum of six (6) weeks prior to the event/need for consideration. Due to the high volume of requests, we receive each year and staff time required, we are not always able to fulfill requests. If you do not receive a response from the FAC within three weeks of your event, we regret that we are unable to fulfill your request.
3. Please submit all requests by mail or e-mail. They should include the following: a letter of request describing your organization, your fundraising event, your donation request, and a copy of your 501(c)(3) letter.

Please send requests to:

Colorado Springs Fine Arts Center at Colorado College

Attn: Membership

30 W Dale St

Colorado Springs, CO 80903-3210

fac.membership@coloradocollege.edu

4. Please note the following:
 - Each request is considered on a case-by-case basis, and although the requesting organization may have received donations from the FAC previously, this should not be considered a guarantee of fulfillment for the future. We will do our best to honor each request we receive to the best of our ability.
 - We are unable to fulfill requests from religious or political organizations or for events that fundraise for religious or political causes.
 - As the FAC is also non-profit organization, we respectfully request that the FAC receive promotion or actual benefit reciprocity in return.

Revised March 2017