

Workflow for Non-Profits

- Non-profit inquiries about event space/meeting room at the Mint Community Center
- Program Coordinator will create an invoice to provide the non-profit.
- Program Coordinator will inform applicants of the fee waiver
- Town Manager can waive fees or informs them about the Rental Stipend Program
- Non-Profit can apply for the Rental Stipend Program

Non-Profit Partnership & Rental Stipend Program

The Mint Hill Community Center is proud to partner with local non-profit organizations that support and enhance our community. To encourage collaboration and accessibility, eligible non-profit organizations may receive an annual (fiscal year) rental stipend of \$1,500 to be applied toward Community Center room rental fees.

The stipend may be used for any eligible room rentals at the Community Center and will be applied incrementally **as space is reserved**. Once the \$1,500 stipend has been fully utilized, the non-profit organization will be responsible for paying the standard rental rates for any additional room use.

Additional details:

- The stipend applies **only to room rental fees** and does not cover staffing, security deposits, equipment, or other direct costs.
- Stipend has no cash value.
- Stipend usage is tracked by Community Center staff and applied until exhausted.
- Unused stipend funds do not carry over; the non-profit will have to reapply each fiscal year.
- All reservations remain subject to Community Center policies, availability, and scheduling procedures.

This program allows the Community Center to support local non-profits while maintaining equitable access to facilities and ensuring sustainable operations.