

**MUSEUMS AND CULTURAL AFFAIRS DEPARTMENT (MCAD)**  
**Community Arts Program (CAP) Host Understanding FY 2008-2009**

The Community Arts Program (CAP) provides support and opportunities for artists and cultural organizations to teach, perform, and exhibit at host facilities around the City to showcase and celebrate the community's unique history and varied ethnic heritage. This program is designed to encourage creative interaction among artists, residents, schools and neighborhoods, as well as to encourage collaboration between artists and community-based organizations/services.

**The Community Host will provide a facility/space at no charge to the artist/organization providing the CAP service. There will be no charge for audience/participants to take part in the CAP service.**

**The City will not be required to provide any assistance other than scheduling CAP activities and the payment of artistic fees.**

**The host is expected to generate publicity to ensure adequate attendance.**

The Community Host will complete and return an evaluation form to MCAD office within seven (7) business days following the presentation.

The CAP contractors will not independently accept assignments under the auspices of the MCAD CAP program which have not been arranged by MCAD staff.

Changes to the date or time of the appointment, must be communicated to MCAD as soon as possible, but not less than three (3) days in advance of the scheduled visit. Rescheduling should be limited to only those instances of absolute necessity.

This Understanding is between the Community Host and the City and shall not be assigned or subcontracted to any third party or entity without the express written consent of the MCAD. The City shall not be subject to any obligations or liabilities of Community Host incurred in the performance of this Contract.

The Community Host should provide oral credit for the City at each presentation with the following credit line: ". . . **THIS WORKSHOP IS SPONSORED BY THE CITY OF EL PASO MUSEUMS AND CULTURAL AFFAIRS DEPARTMENT AND THE TEXAS COMMISSION ON THE ARTS.**" Community Host will also include the aforementioned credit line in any printed materials used for promotion or implementation of activities associated with the performance of this Agreement.

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***Community Host Representative (printed name & signature)***

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***Date***

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***Organization (please print)***