



MUSIC IS FOR EVERYONE

27 September 2023

Dear Yarmouth Planning Board

Subject: 317 Main Community Music Center – Facilities Operation and Procedures Plan

In compliance with the Facilities Operation and Procedures Plan for 317 Main Community Music Center (317 Main), John Williams and Joe Beninati met with Erin Zwirko on 9/27/23 for a six month check in to review events that have occurred since the opening of Founders Hall in March 2023.

John Williams
Executive Director

Board of Directors:

Shari Elder
Chair

Cass Baker

Renee Bogart

Wendy Drexler

Tom Feeley

Stefan Iris

Linda Libby

Emily Muther

Wickes Rossiter

Jeff Schwartz

Malaika Danovitz Sinti

Ania Small

Jeff White

Our first meeting with Erin was held on 4/14/23 in order to review the reporting requirements included in the Facilities Operation and Procedures Plan. These requirements include providing a report to the Planning Board summarizing management and results of ticketed events occurring within the first six months of operation. Since that meeting, 317 Main has had six events with no incidents. Three of these events included sold out events at which we hit our 200 person seated capacity. We have documented our notes from each event in accordance to the Monitor and Reporting specifications which include documentation of:

- number of attendees,
- parking and event management protocols, and
- notes associated with any "occurrences".

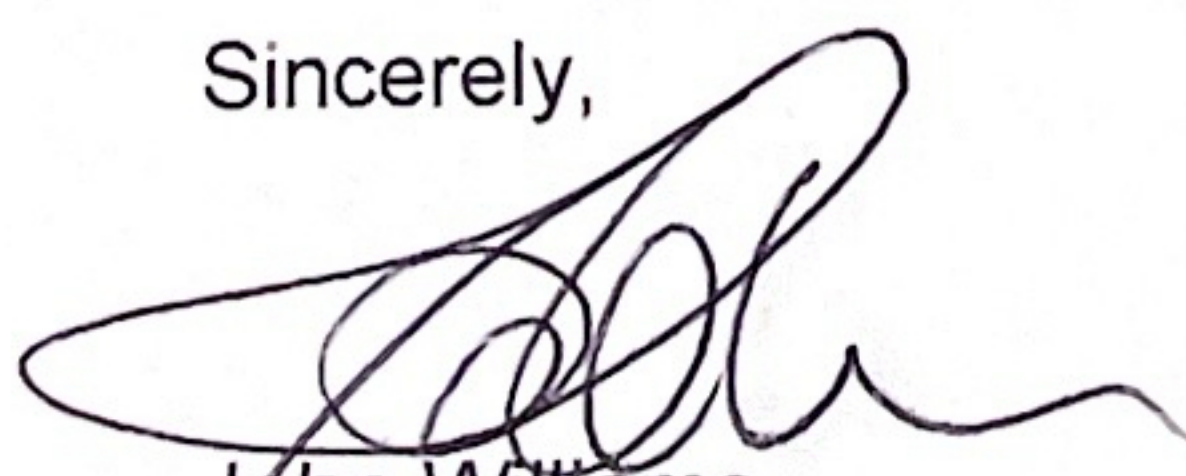
A copy of the Facilities Operation and Procedures Plan matrix is included with this submission. We will continue to populate this report as we complete events going forward.

317 Main is prepared to initiate the Annual Walking Inspection requirements, starting April 1, 2024, a year from receiving our Certificate of Occupancy, and continuing for five years or until the time that the requirement has been fulfilled. This will include observation and reporting of the condition of crosswalk striping on Main and Mill Street, street lights being operational around 317 Main, excessive winter sand build up, any missing traffic control and parking signage and roadway pavement defects.

We are thrilled that "the new" 317 Main has opened and the community has embraced the mission in such a positive way.

Please let us know if there is any other information/documentation that you need from us at this point. Thank you.

Sincerely,


John Williams
Executive Director


Joe Beninati
Events/Special Programs Manager

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ANNUAL MONITORING AND REPORTING - 317 MAIN COMMUNITY MUSIC CENTER

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1	ANNUAL MONITORING AND REPORTING - 317 MAIN COMMUNITY MUSIC CENTER																					
2																						
3	Event	Event Date	Event Time	Parking Signs	Parking Attendant	Total Attendance	Ticketed	Catering	Sound	Ticket Takers	Custodial	Lights	Incidents									
4	317 Donors Party	3/17/23	6:30 - 9	Yes	No	150	No	Yes	Yes	Yes	Yes	All Working	None									
5	Grant Gordy Concert	3/31/23	6-9	Yes	Yes	200	Yes	Yes	Yes	Yes	Yes	All Working	None									
6	Open House	4/1/23	10-2	Yes	No	200	No	No	Yes	Yes	Yes	All Working	None									
7	317 Ribbon Cutting	6/23/23	10am-noon	Yes	No	100	No	Yes	Yes	No	Yes	All Working	None									
8	Heather Masse Concert	6/23/23	6:30-9:30	Yes	No	200	Yes	Yes	Yes	Yes	Yes	All Working	None									
9	Missy Raines	8/7/23	6:30-9:0	Yes	No	100	Yes	Yes	Yes	Yes	Yes	All Working	None									
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