

**City of Vergas
Vergas Event Center
Smart Room Use Policy**

INTRODUCTION: In keeping with its mission, the Vergas Event Center (VEC) offers meeting room space to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below.

Policy

This policy guides the reservations and use of the Smart Room in the Event Center. Any questions regarding interpretation of this policy shall be referred to the City Clerk-Treasurer.

Indemnification

The fact that an organization is permitted to meet in the Smart Room does not constitute an endorsement of the organization's beliefs by the City of Vergas. In publicizing a meeting to be held in the Smart Room, the sponsoring group must be clearly identified. Groups must not imply City of Vergas sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in approved locations in the Smart Room.

Definitions

The Smart Room accommodates up to 30 users. The Smart Room does provide an active smart tv as well as audiovisual conferencing capabilities. This is the main meeting area of the VEC which is covered under the VEC rental agreement.

Reservations

For Smart Room reservations, all groups must complete a Vergas Event Center Contract and review the Smart Room Use Policy. Application forms are available at the Vergas City Office and on the website: cityofvergas.com/event-center.

Hours of Use

Smart room may be rented in 2-hour increments, Monday-Saturday from 9 am to 9 pm and Sunday from 11 am to 5 pm. Please contact the City Office at 218-342-2091 for availability.

Eligibility

1. City of Vergas programs and sponsored events have priority in the use of the Smart Room. The City of Vergas reserves the right to reschedule confirmed meeting room reservations to accommodate City of Vergas-sponsored programs and events.
2. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meetingroom must be left clean, in good repair and in the same condition as found. Any group that damages Smart Room property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future. Room can be booked in 2-hour slots unless approved by Vergas Event Center Advisory Board.
3. The City of Vergas is not responsible for theft of or damage to personal property brought into the Smart Room. No food or beverage is allowed during Smart Room use.
4. An adult age 18 or older must sign the Vergas Event Center Meeting Room Contract. A \$50.00 deposit is required when renting the Smart Room for everyone except City of Vergas, Vergas Community Club, Vergas Lions and Frazee-Vergas School District.

5. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the Smart Room as set by the Fire Marshall.
6. All groups, clubs, entities or individuals using a Smart Room meeting room must comply with these rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from Smart Room premises pursuant to the rules, and/or loss of future meeting room use privileges.
7. Smart Room usage will be free of charge (other than the \$50.00 deposit) until May 31, 2021 as it was paid for with a COVID-19 grant if scheduled in advance. After May 31, 2021, the fee will be \$30.00 per hour to rent the Smart Room.