

VERGAS MUNICIPAL EVENT CENTER

Policy Manual



Approved by Event Center Advisory Board on September 1, 2015, and City Council on September 14, 2015.
Updated by Event Center Advisory Board on March 2, 2022, and City Council on March 8, 2022.

Introduction

The Vergas Event Center is a popular location for a wide range of community and family events.

City Employee Duties

1. Clerk Duties
 - a. Clerk oversees employees and manages all disputes or situations at the event center.
 - b. Clerk prepares and reviews budget with advisory board.
 - c. Clerk reviews requests and either brings requests to Advisory board or Council for consideration.
2. Receptionist Duties
 - a. Takes phone calls, emails regarding the center, and informs patrons of rules, regulations and availability.
 - b. Schedules events and provides contract to patrons.
 - c. Provides tours of center.
 - d. Receives contract, deposit and payment for the center. Responsible for returning the deposit.
 - e. Responsible for providing a rental information on city employee calendar, so all employees are aware of rental schedule.
 - f. Schedules security and verifies proof of liquor liability insurance with patrons offering alcohol at events.
3. Office Staff Duties
 - a. Liquor Store employees will hand out and receive event center contracts. They will take payments and provide Clerk's phone number for information.
 - b. Employees will inform Clerk of any discussions with patrons regarding the center. They will call the Clerk with any questions or concerns about the Event Center.
4. Maintenance Staff Duties
 - a. Maintenance of the Event Center is provided by the City Utilities Department and performs general maintenance, cleaning and repair work as needed. This includes laundry of mop heads, towels, etc.
 - b. Keeps logs of general maintenance of fire extinguishers, smoke alarms, carbon dioxide alarms, and all annual inspections and care of items in the event center.
 - c. Unlocks the doors prior to Event Center events when keyless entry is not being used.
 - d. Sets up meeting room for Council, Planning Commission and other meetings.
 - e. Sets up Chairs for funerals and public hearings and when necessary, takes down chairs.
 - f. Seasonal landscaping, such as keeping snow away from Event Center and mowing lawn.
5. Cleaning Service
 - a. Cleaning of the event center is done by Productive Alternatives weekly.
 - b. If event center needs other cleaning the City Utilities Department will provide it.
6. Security Duties
 - a. Make sure no alcohol is brought in Event Center by anyone other than the organization with liquor liability insurance. Make sure no alcohol is taken out of the Event Center.
 - b. Watch for and stop any underage drinking.
 - c. Either stop any fights that break out or are about to break out or call the sheriff's department (218) 998-8555 for back up. Communicate with the Clerk by calling 218-841-0804 regarding any issues that arise during events. Filling out incident form and turning into City Office within 48 hours regarding issues during events.

Reporting Chain

City Clerk supervise all employees. The Clerk will report to the Vergas Event Center Advisory Board and the Advisory Board will make recommendations to the Vergas City Council.

Accident Reports

Shall be filled out immediately and completely following any accident. In the event of any major accident, the Clerk shall be called at either 218-342-2091 or 218-841-0804 immediately. The accident report must be filed with City Office within 24 hours. If an employee is injured, the Clerk must complete a Supervisor's Report of Injury which can be obtained at the Clerk's office; this must also be done within 24 hours of the injury. In the event of a weekend, all reports must be submitted to City Hall immediately Monday morning.

Office Hours

The Office is open from 10 am to 4 pm Monday – Thursday. Rental forms may be picked up or dropped off at the Vergas Liquor Store 7 days a week.

Public Relations to be followed by all Employees and Volunteers

Professionalism when answering the telephone or talking to the public is vital. You may be the first personal contact they have with the Event Center-make it great! Take names!

If you do not know an answer, refer the patron to the Clerk or someone who is able to help.

Nothing can impress the public more than employees working as a smoothly operating team.

Adopted this 8th day of March by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer