

City of Vergas Vergas Event Center

INTRODUCTION: To outline policy and procedures regarding the oversight, use, safety, and maintenance of the Vergas Event Center.

POLICY:

1. The Vergas Event Center is available for rental, as outlined in the City Event Center Rental Agreement. Rental inquiries and the rental agreement are available at the City of Vergas Office. The rental agreement must be completed prior to any scheduled rental.
2. The Vergas Event Center offers a meeting room space with smart technology. Use of the smart room is as outlined in the City of Vergas policy; Vergas Event Center Smart Room Use Policy and requires reservations and completion of Vergas Event Center Rental Agreement.
3. Any untoward incident or accident requires the completion of the city incident report, which is to be filed with the City Office within 24 hours. If the incident or accident occurs on the weekend, reports must be received in the City Office immediately Monday morning. Any incident resulting in significant damage to the Event Center or injury to anyone in attendance at an event; requires an immediate phone call to the City Clerk. If a city employee is injured, the City Clerk must complete the Supervisor's Report of Injury and ensure treatment has been provided and conducts further review to address future action needs and/or policy change needs.

RESPONSIBILITIES:

1. Event Center Advisory Board provides oversight and guidance to the City of Vergas regarding Event Center policy, use, safety, maintenance, budget, and action needs.
2. City Clerk-Treasurer:
 - a. Provides administrative oversight of the event center and provides day to day direction, management of the rentals, response to safety issues, complaints and concerns, and addresses any disputes or incidents that may occur.
 - b. Prepares and reviews the Event Center budget with the Event Center Advisory Board.
 - c. Provides a summary of Event Center activities to the Event Center Advisory Board and brings recommendations for action and policy.
3. City Receptionist:
 - a. Responds to rental inquiries and provides information regarding availability, policy and completion of a rental agreement.
 - b. Schedules events upon the completion of a rental agreement.
 - c. Provides tours of the Event Center.
 - d. Receives completed Event Center rental agreements, rental deposits and rental payments, and return of deposits.
 - e. Schedules Event Center security and verifies proof of liquor liability insurance with patrons scheduling an event that involves the offering of alcohol.
 - f. Provide patrons with the Event Center entry code; logging who code was given to, and date code was entered and removed from keypad.

- g. Provides information regarding rental of sign, takes payments, schedules and updates posts in accordance to the Event Center Sign Policy.
- 4. Liquor Store Staff
 - a. In absence of the City Receptionist; Liquor Store employees will provide patrons with the Event Center Agreement form, take payments, and provide the Event Center entry code; logging who the code was given to and date.
- 5. City Maintenance Staff
 - a. Provides general maintenance and repair of the Event Center, which includes the indoors and outdoors, and completes the laundry needs of mop heads, towels, etc.
 - b. Maintains the maintenance logs for fire extinguishers, smoke alarms, carbon dioxide alarms, and all annual inspections; as well as the physical care and conditions 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 as indicated.
 - e. Sets up Chairs for funerals and public hearings and when necessary, takes down chairs.
 - f. Provides seasonal landscaping, as mowing of lawn and snow removal of sidewalk and parking lot.
- 6. Cleaning Service
 - a. Cleaning of the Event Center is thru a cleaning service contract, who reports to the City Clerk-Treasurer.
 - b. If Event Center needs additional cleaning, the City Utilities Department will provide.
- 7. Security Service
 - a. Security of the event center is thru a contract with a security service, who reports to the City Clerk-Treasurer.
 - b. The Security Service ensures no alcohol is brought in or taken out of the Event Center, other than the organization with liquor liability insurance.
 - c. Monitors and intervenes when underage drinking.
 - d. Monitors and intervenes if any disruptions, i.e. fight, and contacts the Otter Tail County Sheriff's Department (218) 998-8555 for back up needs.

Adopted this day by the City Council of the City of Vergas

Julie Bruhn
Mayor

ATTEST:

Julie Lammers
City Clerk-Treasurer