

**City of Vegas  
Vegas Event Center  
Free Use or Reduced Rent Policy**

**Introduction:** To create a decision framework for the City to handle requests for free use or reduced rent of the Vegas Event Center.

**Policy:**

1. All requests will be evaluated on a case-by-case basis.
2. Requests must be made in writing using the approved form.
3. Requests must be made before the date of the event(s).
4. Requests will be scored by City Staff, reviewed by the Vegas Event Center Advisory Board, and if recommended, sent to the City Council for approval.
5. Advisory Board decisions may be appealed to the City Council.
6. Requests are scored along two criteria: value to the community and cost to the City.
  - a. Value to the Community: recognizes events that do not duplicate an existing service, are free or low-cost to the community, are targeted to an underserved population, and have an established expectation in the community.
  - b. Cost to the City: recognizes that there are both opportunity costs and marginal costs to the City for allowing free or reduced rent for an event. Events that minimize both of those costs are in the best financial interest of the City.
7. Fundraising events will not be recommended to the City Council.
8. Free use of the Event Center will require a damage deposit consistent with existing Event Center Policy.
9. City boards, committees, and departments will not need to request free use of the Event Center.
10. Approved requests will still require a completed rental agreement to be submitted to the City Office.
11. Approved requests must complete a post-event evaluation form.
12. Requestor must ensure that any additional cleaning or setup labor is provided by the organization.

**Vergas Event Center**  
**Free Use or Reduced Rent Request**

**Event Name:** Vergas Community Club Festival of Trees

**Requested Event Date(s):** November 17 – 20th **Event Time(s):** All Day

**Sponsoring Organization:** Vergas Community Club

**Requestor's Contact Information:** Natalie Fischer/ 218.242.0592

**Requesting:**    ☐ Free Use of Event Center ☒ Reduced Rent ☐ Other: \_\_\_\_\_

**Please Describe the Event:**

The event will include a display and silent of auction of approximately 30 or more decorated trees. The proceeds from the Silent auction will be put into a Christmas fund that will be used to pay for decorations for our Small Town Christmas. One thing our VCC would like to do soon is purchase custom Loon Street lights that can be left up all year. Regular streetlights cost between \$500 to \$1000 per light and the VCC purchases all of them. The custom would probably be at the high end of the range.

**Does something like this event already occur or exist in Vergas? Explain.**

No. We have a small-town Christmas event on Small Business Saturday but that is a 'free event' for the public and costs the VCC approximately \$2,500. No fund raising is done for this.

**Is there a cost to attendees?**    ☒ Yes                      ☐ No

**If there is a cost, is there a process for a reduced admission? Explain.**

There will be a cost per person of \$25 that will be for Spanky appetizer and one free drink from Spanky's cash bar.

**Does your event target an underserved population? Explain.**

No

**Has this event already happened at the Event Center? Explain.**

No.

**During this calendar year, is this a single event, multiple events, or will it have an indefinite end date?**

**Will this event be serving food?**            ☒ Yes                      ☐ No            **Explain.**

**Will this event be serving alcohol?**            ☒ Yes                      ☐ No            **Expl**

**Will the purpose of this event be raising money?**

Yes, it is to raise money for City Beautification and Decorations for the Holidays.

**Does this event happen from Sunday through Thursday or Friday through Saturday?**

We would like to get the Event Center Thursday through Sunday. This will allow for setup and teardown.

**Will your organization provide any additional cleaning or setup work?**

The sub-committee will be responsible for setup and cleanup.

**Will your event need any of these facilities:**

<input type="checkbox"/> Smart Room	<input checked="" type="checkbox"/> Kitchen	<input checked="" type="checkbox"/> Main Room
<input checked="" type="checkbox"/> Sound System	<input type="checkbox"/> Projector	<input checked="" type="checkbox"/> Bar
<input type="checkbox"/> Oven	<input type="checkbox"/> Stage	<input type="checkbox"/> Electronic Sign

**Does your organization have insurance for this event? Can you provide proof to the City Office?**

The VCC has insurance, and it can be provided.

**Would you be able to attend the VEC Advisory Board Meeting to present your request?**

No.

**Please write any additional comments below:**

While this is a fund-raising event it is for city decorations that keep Vergas vibrant and active. I do believe we need to charge for events to pay the bills of the Event Center and to keep it updated but in this case feel the dues have been paid. Each year the VCC has donated thousands of dollars to the Event Center. Just last year the VCC donated \$5,000 for the Security System; the prior year almost \$12,000 for the outside remodel; and prior years donated all Maple Fest earning to different projects on the Event Center Committee's list (typically around \$1,700 each year). Also note that VCC is also the underwriter for the current grant that is being pursued to remodel the inside with new flooring, etc. Most improvements to the Event Center have been semi-funded by the Vergas Community Club.

Please consider letting the Vergas Community Club use the room free or at a minimal cost just to account for electricity, etc.

**City Office Use Only**

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Scores                      Community Value: \_\_\_\_\_                      City Cost: \$1,000.00

Date Received: 10 / 03 / 2022                      VEC Agenda Date: 10/10/2022

Recommend to Council? ☐ Yes ☐ No      Council Approved? ☐ Yes ☐ No

**Check List:**

☐ Notify Requestor  
☐ Attach to Rental Agreement  
☐ Damage Deposit  
☐ Evaluation/Comment Form  
☐ File