

Attachment: Free Use or Reduced Policy
Vergas Event Center
Free Use or Reduced Rent Request
Form

Event Name: RFL Fashion Show
Requested Event Date(s): 9/13 & 14 Event Time(s): 4:00 & 9:30
Sponsoring Organization: Vegas Homeys
Requestor's Contact Information: 214/534-6492
Requesting: ☐ Free Use of Event Center ☒ Reduced Rent ☐ Other: _____

Please Describe the Event:

Fashion show

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

NO

Is there a cost to attendees? ☒ Yes ☐ No

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

NO

Does your event target an underserved population? Explain.

~~NO~~ Yes - Cancer survivors

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

Yes - Previous years

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 Explain.

Approved by Vergas City Council 11/10/2022

Will the purpose of this event be raising money?

yes

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

Will your organization provide any additional cleaning or setup work?

yes

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 type="checkbox"/> Bar
<input type="checkbox"/> Oven	<input type="checkbox"/> Stage	<input checked="" type="checkbox"/> Electronic Sign

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

NO

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

yes

Please write any additional comments below:

City Office Use Only

Scores Community Value: 10 City Cost: 10

Date Received: 8/28/24 VEC Agenda Date: email meeting 8/28/24

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

Check List:

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

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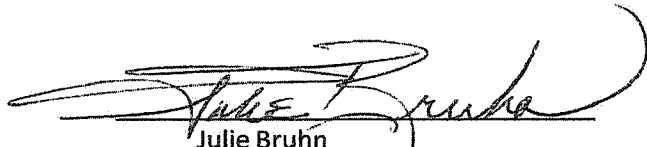
**City of Vergas Event Center
Free Use or Reduced Rent Policy**

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

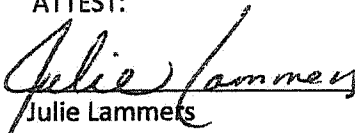
Policy:

1. All requests will be evaluated on a case-by-case basis.
2. Requests must be made in writing using the approved form (as attached).
3. Requests must be made before the date of the event(s).
4. Requests will be scored by City Staff, reviewed by the Vergas 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 unless the fundraising sponsor is a group who has donated to the event center.
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.

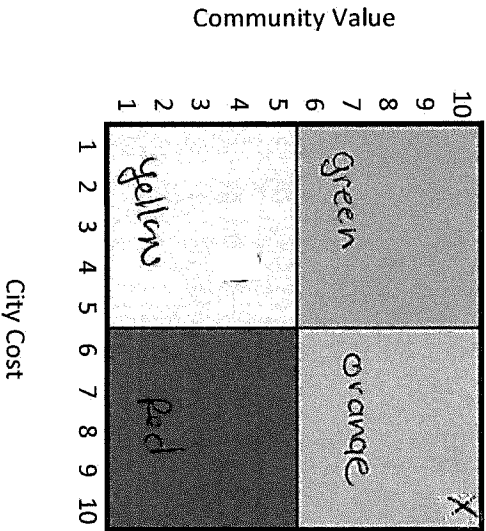
Adopted this 10th day of November, 2022 by the City Council of the City of Vergas.


Julie Bruhn
Mayor

ATTEST:


Julie Lammers
City Clerk-Treasurer

Adopted: September 13, 2022
Revised: November 10, 2022



Community Value	10
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- 1 1) Service is not already provided in town (Yes=1, No=3)
- 1 2) Cost to attendees (Free: 3, Low: 2, Market Price: 1)
- 1 3) Serves an underserved population (Yes=3, No=1)
- 1 4) Community Expectation (4= multiple years, 3= once before, 1= never)

City Cost	10
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- 3 1) One time event, multiple events, ongoing (Scores: 1,2,3)
- 0 2) Serves food (Yes = 2)
- 0 3) Serves alcohol (Yes = 7)
- 1 4) Weekday vs Weekend (Non-Peak: 1, Peak: 3)

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