

**City of Vergas
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.
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.

Vergas Event Center
Free Use or Reduced Rent Request

Event Name: _____

Requested Event Date(s): _____ Event Time(s): _____

Sponsoring Organization: _____

Requestor's Contact Information: _____

Requesting: Free Use of Event Center Reduced Rent Other: _____

Please Describe the Event:

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

Is there a cost to attendees? Yes No

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

Does your event target an underserved population? Explain.

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

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.

Will the purpose of this event be raising money?

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

Will your organization provide any additional cleaning or setup work?

Will your event need any of these facilities:

- | | | |
|---------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Smart Room | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Main Room |
| <input type="checkbox"/> Sound System | <input type="checkbox"/> Projector | <input 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?

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

Please write any additional comments below:

City Office Use Only

Scores Community Value: _____ City Cost: _____

Date Received: _____ VEC Agenda Date: _____

Recommend to Council? Yes No Council Approved? Yes No

Check List:

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