

**City of Vegas  
Vegas Event Center Smart Room Use Policy**

**INTRODUCTION:** In keeping with its mission, the Vegas Event Center (VEC) offers meeting room space to the public for educational, cultural, civic and recreational purposes subject to the rules outlined below. This policy guides the reservations and use of the Smart Room in the Event Center.

**1. Indemnification**

The fact that an organization is permitted to meet in the Smart Room does not constitute an endorsement of the organization's beliefs by the City of Vegas. In publicizing a meeting to be held in the Smart Room, the sponsoring group must be clearly identified. Groups must not imply City of Vegas sponsorship of their program or organization in their publicity. With prior approval, groups may post signs in approved locations in the Smart Room.

**2. Definitions**

The Smart Room accommodates up to 30 users. The Smart Room does provide an active smart tv as well as audiovisual conferencing capabilities. This is the main meeting area of the VEC which is covered under the VEC rental agreement.

**3. Reservations**

For Smart Room reservations, all groups must complete a Vegas Event Center Contract and review the Smart Room Use Policy. Application forms are available at the Vegas City Office and on the website: [cityofvegas.com/event-center](http://cityofvegas.com/event-center).

**4. Hours of Use**

Smart room may be rented in 2-hour increments, Monday-Saturday from 9 am to 9 pm and Sunday from 11 am to 5 pm. Please contact the City Office at 218-342-2091 for availability.

**5. Eligibility**

- a. City of Vegas programs and sponsored events have priority in the use of the Smart Room. The City of Vegas reserves the right to reschedule confirmed meeting room reservations to accommodate City of Vegas-sponsored programs and events.
- b. The group is responsible for setting up, rearranging, and taking down tables and chairs. The meeting room must be left clean, in good repair and in the same condition as found. Any group that damages Smart Room property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future. Room can be booked in 2-hour slots unless approved by Vegas Event Center Advisory Board.
- c. The City of Vegas is not responsible for theft of or damage to personal property brought into the Smart Room. No food or beverage is allowed during Smart Room use.
- d. An adult age 18 or older must sign the Vegas Event Center Meeting Room Contract. A \$50.00 deposit is required when renting the Smart Room for everyone except City of Vegas, Vegas Community Club, Vegas Lions and Frazee-Vegas School District.
- e. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the Smart Room as set by the Fire Marshall.
- f. All groups, clubs, entities or individuals using a Smart Room meeting room must comply with these rules. Failure to comply with the rules may lead to immediate termination of the

meeting, exclusion of individuals from Smart Room premises pursuant to the rules, and/or loss of future meeting room use privileges.

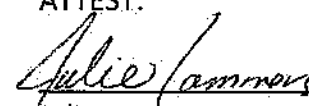
- g. Smart Room usage will be free of charge (other than the \$50.00 deposit) until May 31, 2021 as it was paid for with a COVID-19 grant if scheduled in advance. After May 31, 2021, the fee will be \$30.00 per hour to rent the Smart Room.

**6. Questions**

Any questions regarding interpretation of this policy shall be referred to the City Clerk-Treasurer.

Adopted this 13 day of April 2021 by the City Council of the City of Vergas.

  
Julie Bruhn  
Mayor

ATTEST:  
  
Julie Lammers  
City Clerk-Treasurer