

# THE COMMON RENTAL POLICY

## **Reservation Order-of-Priority**

As The Common is a public park owned and operated by the City of Buchanan, events that are commonly accessible and seek to improve the quality of life for residents of the City of Buchanan will be given first priority access to reserving The Common for events.

## **GROUP A :**

### **City-affiliated, open-to-the-public events**

1. On a date decided by the group in or before January of the upcoming event season, The Common Collective (a representative from each City-affiliated organization) will meet to determine upcoming schedule for the year. All parties will have equal opportunity to select dates at this time. After this date, event requests will be treated on a first-come-first-serve basis.
2. Additional meetings may be scheduled as deemed necessary by the group.
3. The final calendar of City-affiliated, open-to-the-public events will be submitted to the Buchanan City Commission for review and considered approval during the first January meeting of each year. The City Manager may offer administrative approval under rare urgent conditions.

## **GROUP B :**

### **Non-city-affiliated, open-to-the-public events**

1. In February of the same year, non-city-affiliated, but open-to-the-public rental requests will be considered by the Buchanan City Commission for rental on a first-come-first-serve basis. All rental requests will be considered equal from this point on until approved by a majority vote of the Buchanan City Commission, and no dates will be reserved prior to February 1<sup>st</sup> for this group, absent a unanimous vote of the Buchanan City Commission.
2. To request consideration by the Buchanan City Commission, the event sponsor must submit electronically to the City Clerk, Main Street Manager, and City Manager a written, detailed

description of the requested event, including specific dates and times, expected attendance, along with a proposed site plan indicating which facilities are being requested (stage, City Center, bathrooms, parking lot, etc.), in addition to a list of other relevant information. Please be advised that these are shared public assets and exclusive use of bathrooms and parking lot are not guaranteed. The complete submission must be provided in electronic format to City Staff at least 10 days prior to the City Commission meeting in which it is requested to be reviewed to allow staff adequate time to process the request. Electronic submissions should be sent via email to the following email addresses: [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com), and [aregal@cityofbuchanan.com](mailto:aregal@cityofbuchanan.com).

3. Once received and reviewed, the request will be scheduled on the agenda of the next upcoming City Commission meeting as either an item of “New Business” or as a “Scheduled Matter from the Floor,” depending upon whether the event sponsor is willing to come to the meeting to speak to the Commission about the event and answer any questions they may have (which is very highly recommended). This decision must be shared with the City Clerk at the time materials are submitted and should include the amount of time requested to present, as well as any IT/AV tech needs during the presentation (e.i., PowerPoint presentation, etc.).

## **GROUP C :**

### **Private or ticketed events that are *NOT* open to the general public.**

1. All private, ticketed events must be considered and approved individually by a unanimous vote of the Buchanan City Commission. Event requests will be treated on a first-come-first-serve basis and treated in order of priority after Groups A and B.
2. To request consideration by the Buchanan City Commission, the event sponsor must submit electronically to the City Clerk, Main Street Manager, and City Manager a written, detailed description of the requested event, including specific dates and times, expected attendance, along with a proposed site plan indicating which facilities are being requested (stage, City Center, bathrooms, parking lot, etc.), in addition to a list of other relevant information. Please be advised that these are shared public assets and exclusive use of bathrooms and parking lot are not guaranteed. The complete submission must be provided in electronic format to City Staff at least 10 days prior to the City Commission meeting in which it is requested to be reviewed to allow staff



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## **Reservation Process**

1. ALL GROUPS: Please be sure to include necessary set-up and teardown time in addition to event time when making a reservation request.
2. For Group A: Schedule will be determined at annual meeting. Please come prepared with requested dates and back-up dates.
3. For Groups B and C: To request a date for an event, please complete The Common Rental Request Form and email it to [clerk@cityofbuchanan.com](mailto:clerk@cityofbuchanan.com) and [aregal@cityofbuchanan.com](mailto:aregal@cityofbuchanan.com). The date and time of the email received will be treated as the rental request date.
4. ALL GROUPS: Rental Requests will be scheduled for the following available commission meeting after request has been received (all City Commission requests for review must be submitted at least 10 days in advance of the regularly scheduled meeting date intended for review). Event sponsors may attend meetings and present on their events, if desired, and should inform the City Clerk when submitting requests if they plan to present in person during the meeting, and should also submit all written supplementary materials to the Clerk, also at least 5 business days in advance of the meeting. Following the meeting, the Clerk will notify all applicants of approval/denial status. If approved, Main St Manager will add event to City Calendar.

## **Rental Policy**

1. Event Management:

- a. Each group is responsible for managing their own event. All supplies, furniture, food, ticketing, A/V, staffing, or any other event needs must be supplied/arranged for by the event sponsors.
2. Liability:
  - a. All event sponsors shall be held responsible for returning the event space and all City-owned event supplies to the same condition as they were prior to the event. Sponsors shall reimburse the City in an amount sufficient to cover any damage that occurs as a result of the event.
  - b. For groups with an expected attendance of 500+ attendees, event sponsor is responsible for securing liability coverage of at least \$1,000,000 with the City listed as an additional insured, in addition to submitting to the City an indemnification agreement indicating that the event sponsor will be indemnifying the City of Buchanan for the entire amount of any potential liabilities that may arise from the event.
3. Usage rules:
  - a. No supply storage before or after event reservation.
  - b. Leave space clean and usable for the next group.
    - i. Upon Leaving...
      1. Remove trash
      2. Turn off lights
      3. Lock premises
      4. Restore anything that was adjusted for the event
      5. Return key to City Staff ASAP (may be returned to drop box outside City Hall during non-business hours).

## **Rental Process**

1. Before Event ...
  - a. Apply, get approved, pay (if applicable), pick up key from City Hall (if applicable)
2. During Event ...
  - a. Be considerate of public policy (noise ordinance, security, substance consideration, etc.)
3. After Event ...

- a. Return venue in good condition (clean-up, lock-up, return key right away, etc.)

## Pricing Policy

- For Group A: There is no charge for the rental of The Common. The use of The Common Stage, Backstage, and Redbud City Center Restrooms are all available for use. All extra supplies or needs for the event must be covered by each respective group.
- For Group B: A blanket \$200 fee will be charged for open-to-the-public, non-city events. This cost is intended to contribute to the costs of city resources used to manage these events including staffing, heat/electric costs and wear and tear on the facilities. All extra supplies or needs for the event must be covered by each respective group.
- For Group C:
  - o Private: for approved events, the rental fee for private events will be determined by anticipated attendance and therefore proportional city-resources. The attendance pricing policy is as follows:
    - 0-150 = \$200
    - 151-300 = \$350
    - 301-500 = \$500
    - 500+ = \$750
  - o Ticketed Events: for approved events, the rental fee for ticketed events will be determined by ticket sales (attendance) and therefore proportional city-resources. The ticketed pricing policy is as follows:
    - 0-150 = \$200 PLUS 5% of ticket sales
    - 151-300 = \$350 PLUS 7% of ticket sales
    - 301-500 = \$500 PLUS 10% of ticket sales
    - 500+ = \$750 PLUS 15% of ticket sales

*All stated and implied policies in this document are subject to change.*