

The Common Rental Policy

Reservation Order-of-Priority

As The Common is a public park owned and operated by the City of Buchanan, ...

- 1. City-affiliated, open-to-the-public events
 - o 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.
 - o Additional meetings may be scheduled as deemed necessary by the group.
- 2. Non-city-affiliated open-to-the-public events
 - o In February of the same year, non-city open-to-the-public rental requests will be considered for rental on a first-come-first-serve basis. All rental requests will be considered equal from this point on, and no dates will be reserved prior to February 1st for this group.
- 3. Private, ticketed, or special interest events
 - o All private, ticketed, or special interest events must be considered and approved by The Commission. Affected parties may come to the open meetings and speak in support of their proposed event.
 - Examples of special interest groups include:
 - Political events, religious events, issue-based groups, advocacy groups and more.

Reservation Process

- ALL GROUPS: Please be sure to include necessary set-up and teardown time in addition to event time when making a reservation request.
- For Group 1: Schedule will be determined at annual meeting. Please come prepared with requested dates and back-up dates.
- For Groups 2 and 3: To request a date for an event, please complete The Common Rental Request Form and email it to aregal@cityofbuchanan.com. The date and time of the email received will be treated as the rental request date.

Rental Policy

- Event Management ... Each group is responsible for managing their own event. ...
- Liability ...
- Usage rules ...

Rental Process

- Before Event ...
- During Event ...

- After Event ...

Pricing Policy

- For Group 1: 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 2: 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. 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 3:
 - o Private and Special Interest Groups: for approved events, the rental fee for private and special interest 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.