

# **KITTITAS VALLEY EVENT CENTER POLICY AND REDUCTION RATE FOR COUNTY DEPARTMENT RESERVATIONS**

**In effect beginning January 1, 2021**

Kittitas Valley Event Center (KVEC) successfully rents out various facilities, with different levels of accommodation and corresponding fee rates, throughout the year for public and private events, with the revenue benefitting the KVEC. KVEC has experienced a surge in reservations in recent years and in an effort to continue to build upon such necessary income generating business while still accommodating Kittitas County Departments' event space needs, has adopted the following required procedures and discount rates for event space reservations by a Kittitas County Department\*:

## **I. KVEC EVENT RESERVATIONS - STANDARD RATE**

A Kittitas County Department is welcome to reserve space at KVEC at any time, subject to availability, at the standard rental rate charged to all other entities - See current fee schedule for applicable rates.

## **II. KVEC EVENT RESERVATIONS - REDUCED RATE**

A Kittitas County Department may benefit from a reduced rate for reservations at KVEC, subject to availability, when the following conditions are met:

- a. The requesting department has exhausted that all other venue options are not attainable and **KVEC is the venue of last resort**.
- b. The requesting department must book their reservation through KVEC's online system. Informal requests will not be honored.
- c. The requesting department shall wait for confirmation of their reservation from KVEC prior to sending out any communication to event/meeting attendees.
- d. The requesting department understands that KVEC resources may not be available for last minute reservations.
- e. The requesting department understands that KVEC reserves the right to schedule the reduced rate reservation in the location of their choosing.
- f. KVEC will include up to 8 hours of labor with each booking. Anything in excess will be charged by KVEC's current rate structure with discounts listed below.

### **REDUCTION RATES:**

1. County Public and Internal:
  - i. Discount rates – 50% off room space, 50% off other paid amenities, 0% off personnel.
  - ii. Examples include public hearings, general meetings, budget retreats, staff/board/commission trainings, and more.

\*Excludes WSU Extension Department covered under another agreement.

- iii. Also includes County emergency situations that are declared by the BOCC, such as a center for emergency operations, evacuations, county office displacement, etc.
  - iv. Doesn't include emergencies involving outside agencies, which will be billed for allowable costs up to 100% for reimbursement.
2. County External:
- i. Discount rates – 20% off room space, 0% off other paid amenities, 0% off personnel
  - ii. County department events which include invited external audiences or attendees
  - iii. For example: a meeting of the WA State Association of County Treasurers or Risk Pool trainings – e.g. having a trainer come to train KC employees and inviting outside participants
3. County Membership or Association
- i. Discount rates – 20% off room space, 0% off other paid amenities, 0% off personnel
  - ii. Examples include when Kittitas County is a member of a larger group (i.e.: Yakima Basin Integrated Plan)
4. County Other and Goodwill
- i. Discount rates - 20% off room space, 0% off other paid amenities, 0% off personnel
  - ii. The catch-all category for events or meetings that don't fit other categories