



# REPORT TO CLIPP

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<b>ITEM NAME:</b>	Community Room Rentals to Non-profit Organizations
<b>MEETING DATE:</b>	April 7, 2025
<b>PRESENTING COMMITTEE:</b>	
<b>COMMITTEE CONTACT:</b>	Chris Eiden
<b>STAFF CONTACT:</b>	Jennifer Poyer
<b>PREPARED BY:</b>	Jennifer Poyer

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**ISSUE:** The Village allows non-profit organizations to utilize the Community Room of the Municipal Center at no cost. The organizations do have to pay the security deposit.

Currently, there is no language on the rental agreement requiring non-profit organizations to provide proof of their non-profit status.

**OBJECTIVES:** We would like to clear up any confusion between staff and renters regarding whether a non-profit organization qualifies by adding requirements to prove non-profit status.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

**PROPOSAL:**

- Adopt language similar to the Village of Rib Mountain's Doecke Park Shelter Rental Agreement.
- Add the line "Non-profit organizations must include a tax-exempt certificate or WIS-211 Form. All payment must be made from the organization, no personal accounts. Failure to do so will result in full standard rental fees."
- Amend the rental agreement to include a check box to signify submission of tax-exempt certificate or WIS-211 from non-profit organizations.

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** See proposal.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly):** VOK Community Room Rental Agreement, Rib Mountain Shelter Rental Agreement