



July 18, 2023

MEMORANDUM

TO: Community Life, Infrastructure, Public Property Committee
FROM: Kim Manley, Interim Administrator
SUBJECT: Shelter and Community Room Rental Agreements

Attached you'll find the following items:

Updated Draft - Park Shelter Rental Policy
Updated Draft - Community Room Rental Policy

Attached are the drafts for both rental agreements. Items added or changed are highlighted or in a different font color. I believe I captured all of the items discussed. I ask that you review these again and if the language is acceptable I will clean up the format and submit to the next Administrative Policy Committee meeting for their review before it can go to the Village Board for adoption.

ACTION ITEM: Review and make any additional changes to the drafts as attached.