



August 23, 2023

## MEMORANDUM

**TO:** Community Life, Infrastructure & Public Property Committee  
**FROM:** Kim Manley, Interim Administrator  
**SUBJECT:** Community Room Rental Agreement/Procedures & Uses

For your review, attached is a clean version of the various drafts that the Committee had been working with. Jennifer Poyer was smart and asked the part-time employee who cleans to review the draft as well. He also added comments to this list of procedures which I have incorporated. They were added see "J" and "K".

I also separated the list to make it easier to read and understand. But, if you see anything you want changed, deleted, added we can do that at this meeting before it goes to the Village Board for review.

**ACTION ITEM:** Recommend this updated Community Room Rental Agreement with amended Procedures and Uses be sent to the Village Board for approval.