



August 23, 2023

## **MEMORANDUM**

**TO:** Community Life, Infrastructure and Public Property Committee

**FROM:** Kim Manley, Interim Administrator

**SUBJECT:** Park Shelter Rental Agreement/Procedures & Uses

After the last meeting the Committee asked that I use the suggested changes and create a “clean” copy of the procedures and uses for park shelter rentals.

Attached is that copy. Please review for accuracy and to make sure I captured everything we have talked about at the meetings.

If this is acceptable then the action item would move this forward to the Village Board for approval.

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