

Boaz Community Building Rental Policy

1. The Boaz Village Board appoints a community member to take charge of Boaz Community Building rentals. Boaz Community Building rentals are not handled through the Village office in order to allow the clerk/treasurer to focus on the clerk/treasurer duties required by law. When someone contacts the clerk/treasurer with inquiries about renting the Boaz Community Building, the clerk/treasurer will refer the person to the appointed community member.
2. Contact information for the appointed community member will be included in the voicemail greeting of the Village office phone and will be listed online at <https://boazwi.gov/boaz-community-building>.
3. The clerk/treasurer will issue four (4) community building keys to the appointed community member for single-use reservations. The appointed community member will sign for the keys and return them to the clerk/treasurer's office at the end of his/her term of service.
4. The clerk/treasurer will issue and collect community building keys for extended use (4-H Clubs, Boaz Area Lions Club, Village officials and employees, etc.). The Village Board will assist with collection as necessary.
5. The clerk/treasurer will issue any rental refunds, if needed, as directed by the appointed community member.
6. The appointed community member will be responsible for:
 - following the board-adopted community building rental policy
 - answering questions about community building rentals members of the public may have
 - being accessible to the public via phone
 - collecting the rental fees
 - delivering the rental fees to the clerk/treasurer on a weekly basis
 - keeping track of community building rentals on a monthly calendar
 - (by the first day of each month) forwarding the monthly calendar to the clerk/treasurer for posting in the community building and to the employee who checks and cleans the building after each use
 - issuing and collecting community building single-use keys
 - communicating to the clerk/treasurer the name, address, and fee amount if a rental fee is to be refunded
7. The Boaz Community Building (with attached outdoor shelter) is available to rent for graduations, family reunions, birthday parties, baby showers, funeral gatherings, and benefit events. In addition, availability is extended to nonprofit organizations (such as the Boaz 4-H Club, Sabin 4-H Club, Boaz Area Lions Club, and Wisconsin Towns Association) for meetings and events. Activities not listed here may require permission from the Village Board at a properly-noticed meeting.

8. Rental fees are as follows:

Village residents - \$50 rental fee

Non-Village residents - \$100 rental fee

To access the building for event set-up earlier than the rental date - \$20 (subject to availability)

Nonprofit organizations within an 8-mile radius of Village limits - fee is waived

Nonprofit organizations outside of an 8-mile radius of Village limits - fee is at the discretion of the Village Board

Profit organization offering a class (maximum 2 hours) - \$20

9. To secure the rental date, full payment is required no later than two weeks prior to the rental date.

10. Payment for community building rentals will be by check or money order (payable to Village of Boaz), and the canceled check or money order tracking will be the renter's receipt. Cash will no longer be accepted.

11. The renter delivers payment to the appointed community member, NOT the Village office.


12. After the single-use event, the renter delivers the key to the appointed community member, NOT the Village office.

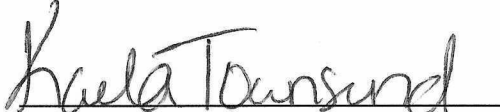
13. Building regulations are as follows:

- Building is to be vacated by 11:00 p.m.
- No smoking or vaping
- No silly string or fodder cannons indoors or out
- No tables and chairs are to be taken outside
- After the event
 - put tables and chairs away
 - wash any dishes and utensils used and return them to the proper cupboard(s)
 - sweep the floors
 - put garbage in dumpster outside
 - check bathrooms and turn off bathroom lights
 - remove all food and beverages from the refrigerator and freezer
 - any picnic tables moved to the area should be returned

14. A renter who violates any part of this policy may forfeit the opportunity to rent the Boaz Community Building in the future.

Adopted by the Boaz Village Board this 11 day of Feb., 2026.


Jean S. Nicks, President


Kaela Townsend, Clerk/Treasurer