CITY OF STOUGHTON

CITY CLERK'S OFFICE

207 S. Forrest Street
Stoughton, Wisconsin 53589
(608) 873-6677

Date: August 2, 2019

To: CACP Committee

From: Holly Licht, City Clerk

Subject: Building Use Policy Fees

On July 23, 2019 the Council approved changes the to the building use policy. During the discussion, an alder identified that the fees within the policy needed to be looked at. Currently, the City charges a $10 flat fee, and a $15 fee/hour starting ½ hour before the event and continuing a ½ after the event.

I sent a message out to Wisconsin Clerks to see what other municipalities charge for room rentals and received the following:

- City of Two Rivers: Allows use of the Council Chambers if there are no City meetings. No charge for the rental. Police Department is in same building so there is always someone around (no observers.)
- Village of Eagle: Allows municipal organizations and nonprofits (4H, Girl Scouts, Cub Scouts, etc.) to use without a fee. There is a minimum of $25 clean up fee if the room is not left clean.
- Village of Hortonville: Charges residents $30/hour or $150 for full day. Non-residents $60/hour or $300 full day. Nonprofits $20/hour or $100 for full day.
- City of Chilton: Allows use of room within Police Department. Cost is $50/day and $50 deposit. Nonprofits are not charged if they are based within the City.
- City of Hudson: Council Chambers can be used $25/hour, but has to be during business hours.
- Village of Kimberly: Charges based on size of the room rented, prices range from $20/day-$75/day. Security deposit must also be paid; prices range $50-$200. Civic groups are free if 50% or more members live within the village.
- City of Brookfield: Library is the only building that offers community space. The Public Safety Building and City Hall are not available to outside groups.
- City of Verona: Library is the only building that offers community space. The Public Safety Building and City Hall are not available to outside groups.
- Village of Spring Valley: Room rentals for $10/hour, no exemptions for nonprofits.

- Village of Allouez: Fees range depending on room and type of group. Nonprofits there is no charge, $35-$75/day for residents, $45-$100/day for non-residents.
- Town of LaValle: Conference/Board rooms are not available to the public.
- Stoughton School District: Costs vary based on the type of room: $5-$41/hour for residents. Non-resident fees are $1-$2 more per hour.

The City currently pays $10/hour for "Room Observers" when the facility is not open. No other municipality that responded has any type of employee like this. So far in 2019, we have collected $570 and we have paid Room Observers $340.