

Birchwood Village Hall Rental Policy

Birchwood Village Hall is available as a meeting place for community groups and residents. The goal of this policy is to have the village Hall serve as a “Community Center” for activities important to Birchwood Residents.

The Hall shall be made available only as it does not conflict with the operation of City government. Scheduling and availability are at the discretion of the City Clerk. City-sponsored meetings, hearings, and activities (1 below) can pre-empt activities in the other categories. City staff will make reasonable efforts not to schedule meetings in conflict with other scheduled events.

Hall Rental Scheduling Priority:

1. City-sponsored meetings, hearings, and activities
2. The Village Community Club
3. Community groups such as charitable and social service organizations
4. Other private events

The Hall shall be provided without charge to uses falling under priority 1, 2, and 3.

For private events (priority 4), there is both a fee and a deposit. The Clerk will maintain and provide a schedule of current prices as established by the City Council.

In ALL rental cases:

- A resident of the City of Birchwood Village must sponsor and be present at the event, and be responsible for all matters of opening, maintaining, and closing the hall
- The Hall must be left in as good or better condition after the event than before. The City retains the right to charge for repairs of any damage caused by such use
- Misuse of the Hall will result in termination of the residents’ privilege to hold such events there
- The city will not provide storage space in the Hall

Fees for private events:

\$25 per hour-\$75 per day maximum

\$100 refundable deposit

(Updated 1/6/2026)