

VILLAGE OF POPLAR GROVE

FACILITY RENTAL POLICY AND GUIDELINES

200 North Hill Street; Poplar Grove, IL 61065

Phone: (815)765-3201 Fax: (815)765-3571

www.villageofpoplargo.com

Thank you for considering the Village of Poplar Grove's rental facilities as a possible location for your next special event. Listed below is a description of the facilities and the policies the Village has adopted to assist you with your planning.

AVAILABLE FACILITIES, FEES AND DEPOSIT

Auditorium This rental package is especially suitable for large group meetings and small parties.

Fee Procedure: The \$150 deposit is due at the time of the application to confirm date and time. Rental fees are due prior to the reservation date. (Fee Exemption: The Village of Poplar Grove, its committees, activities, and sponsored events are exempt from fees, as are non-profit Poplar Grove organizations, local, state, and federal government agencies and organizations. This form must still be signed and rules must be followed.) Room rental fee is \$75 per rental.

RENTAL POLICIES

- **Reservations and Cancellations:** All reservations are made through Village Hall (815)765-3201. Applications must be completed and approved, with appropriate fees and deposits paid before confirmation can be made. Reservations may be made up to six months in advance, but not less than one week prior to the event.
- **Changes** in time, rescheduling, or cancellations must be done in person or in writing and are subject to availability. Cancellations received at least one week prior to the event will receive a full refund of fees; those received after this time may result in a partial refund. Please allow one month for refunds.
- **Deposits:** All deposits are refundable if the facility is returned to its pre-event condition (free of food, trash decorations, etc., and furniture returned to pre-event locations) and renter has complied with all Village facility rental regulations. Village Key is returned the day of event in Village Utility Lock Box outside Village Hall. Village staff or a representative and rental applicant shall conduct a joint inspection both before and after the event to determine the condition of the facility at those times..
- **Rental Fee:** Rental fees are not refundable. They cover costs to sanitize the facility upon conclusion of the event and after joint inspection is performed. This service prepares the facility for the next event. Rental fees do not pay for removal of trash, food, decorations, or other event paraphernalia.

- **Decorations:** No nails, staples, tape or chemicals of any kind shall be used to secure decorations to the walls or woodwork. Fog machines are not permitted. Balloons or items, which can be tied to curtains, or other fixtures, can be used. Poplar Grove facility decorations (pictures, signs) may be taken down or removed without staff approval, but should be replaced at the conclusion of the event. No lighted candles.
- **Hours:** Day and evening use until 10 PM, unless other arrangements are made in advance.
- **Security Officers:** Some events will require the attendance of one or more assigned private security officers, the number of officers required is determined by the type of activity and number of anticipated guests.
- **Commercial Catering:** The rental applicant is solely responsible for cleanliness and condition of the facility area at conclusion of the event, even though a commercial caterer may have been used. As required by municipal code, a valid business license must be held by anyone hired to provide food service in a Village facility.
- **Music-Noise Level:** Music and other sounds shall not interfere with other concurrent users of the building, or be heard outside the facility. Please remember that this facility is in a residential section of town. Be considerate of our neighbors and turn your music down, especially after 10 PM. AUDIO/SPEAKER SYSTEM NOT INCLUDED. BRING YOUR OWN.
- **Alcohol:** Alcoholic beverages are not permitted on Village property. Non-compliance with this regulation or intoxication of guests may be cause for termination of activity and forfeiture of all fees.
- **Insurance:** Applicant may be required to provide proof of insurance acceptable to the Village in the amount of \$1,000,000.00.
- **Smoking:** Smoking is not permitted in/or 15 feet of Village Buildings.
- **Property and Equipment:** Village equipment and or furnishings shall not be removed from the premises. Damage to Village property may result in billing for replacement or repair and/or forfeiture of deposit.
- **Conduct:** Rental applicant is responsible for the conduct of all guests.
- **Village Access:** The Village reserves the right of full access to facility at all times to insure compliance with regulations.
- **Cleanup:** Please replace all furniture to its original location. Don't block doors or the thermostat on the wall. Vacuum carpet and sweep floors. Wash any counters that had food on them. Garbage is to be removed from building and placed in dumpster.
- **Lost or Stolen Articles:** The Village is not responsible for lost or stolen articles.
- **Accidents:** Accidents occurring on Village property are to be reported immediately. For emergencies only please call (815) 742-0418.
- **Village Board Room:** Village Board Room will be locked by Village Staff the day before event. If Village Board Room is required by applicant, it must be cleared with Village Staff at time of application rental fee is due prior to the event.

VILLAGE OF POPLAR GROVE

Facility Checklist

RENTER: _____ RENTAL DATE: _____

The following is a list of items that need attention at the end of each rental. We ask that renters use this form as a guide to keep our facilities neat and clean. These items are evaluated by the Village Hall Staff. Damage Deposits are withheld based on the satisfactory cleaning of the rental site and Village Key returned. Thanks in advance for your cooperation in keeping our facilities clean and in good order.

**Note: Please use the reverse side of this form for additional comments.*

	Pre-Event Inspection	Post-Event Inspection
Tables should be wiped down; no stains or sticky surfaces. Leave tables in position at time of Rental.		
Chairs should be wiped down, no stains or sticky surface. Any Additional chairs set up shall be folded away on cart.		
Countertops, kitchen sinks & appliances should be wiped down.		
Appliances must be clean & operational (<i>microwave, refrigerator & garbage disposal</i>).		
No markings on wall surfaces; stains, scuffs, holes		
Floors cleaned; mopped if applicable.		
Garbage bags removed from building and placed in dumpsters. Failure to remove the garbage will result in a \$150.00 charge against the Damage Deposit.		
Check outside of building for debris.		
Bathrooms must be picked up; stalls checked.		
Refrigerator is used by Village Staff. Please remove YOUR items only.		
Remove all decorations.		
Clean mop station area (<i>If used</i>).		
Doors Secured.		
Village Key returned in Utility Lock Box		

FOR STAFF USE ONLY

Release Security Deposit ☐ \$150.00

Forfeit Full Security Deposit ☐ Yes ☐ No

Reason for Forfeiture of Security Deposit: _____

Staff Initial: _____

Date: _____