



Village of Poplar Grove – Board Meeting Memo

Village of Poplar Grove

Office of the Village Clerk

To: Village President and Board of Trustees

From: Karri Miller, Village Clerk

Date: October 17, 2025

Subject: Hall Rental Agreement – Current Practices and Proposed Policy Updates

1. Background

The Village currently rents out the community hall for private events and gatherings. The established fee structure is as follows:

- **Rental Fee:** \$75.00
- **Security Deposit:** \$150.00

At this time, the security deposit is collected by check and held in the Village safe until after the event. If no damage or issues are reported, the check is returned to the renter.

However, the Village does not have a formal written policy governing hall rentals. This absence of policy creates inconsistencies and operational challenges when scheduling, processing payments, managing facility usage, and protecting Village property.

2. Current Practices

- Only **one rental per weekend** is permitted. This limitation is due to the lack of available staff to verify that the hall has been cleaned and reset between events.
- **Non-profit organizations** are not currently charged a rental fee.
- The Village **does not require proof of insurance** for non-profit organizations or other renters. Insurance is only requested if the event includes a bounce house or inflatable attraction.

- Security deposits are not consistently collected from all renters, and the current policy does not clearly outline the conditions under which the deposit may be forfeited.

3. Staff Recommendations

To improve clarity, fairness, and financial accountability, staff recommends the following updates to the Hall Rental Policy:

1. **Two-Tier Fee Structure:**

Staff recommends adopting a **resident and non-resident fee structure** to better reflect the benefit received by Village residents and to align with common municipal practices.

- Resident Rental Fee: \$_____
- Non-Resident Rental Fee: \$_____

This change ensures that Village taxpayers receive a discounted rental rate while non-residents pay a rate that reflects the full cost of facility use.

2. **Updated Deposit Policy:**

Staff recommends implementing a consistent deposit policy that requires a security deposit for **all rentals**, including those by non-profit organizations. This deposit should be collected in advance and returned only if:

- The facility is left clean and in good condition.
- No damage occurs to Village property.
- The key is returned promptly following the event.
- All rental rules and policies are followed.

This updated approach will help protect Village assets and reduce the risk of damage or misuse.

4. Next Steps

Staff recommends that the Village Board **discuss and provide input on what they would like to see included in a comprehensive rental policy**, including fee amounts, deposit requirements, insurance expectations, and any additional conditions. Once the Board has provided guidance, staff will use that direction to **draft and present a formal rental policy for approval** at a future meeting.

Supporting Documents:

☒ Current Rental Rules and Forms (attached)

☐ Not Applicable

Signature:

Karri Miller, Village Clerk