

RESOLUTION NUMBER: 2025-27

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS
AUTHORIZING THE VILLAGE TO APPROVE A REVISION TO THE VILLAGE
HALL RENTAL AGREEMENT AND POLICY**

WHEREAS, the Village of Poplar Grove (“Village”) has a policy and rental agreement for the to rental of Village Hall; and

WHEREAS, the Village desires to approve revisions to the policy and rental agreement; and

WHEREAS, the revised Village Hall Rental Policy is attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the revised Rental Agreement is attached hereto as Exhibit B and incorporated herein; and

WHEREAS, the Village has determined that it is in the best interest of the Village and its citizens to approve these revisions.

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. The Village hereby accepts and approves revisions to the Village Hall Rental Policy attached hereto as Exhibit A or one in substantially similar form.
3. The Village hereby accepts and approves revisions to the Rental Agreement attached hereto as Exhibit B or one in substantially similar form.
4. The Village President and the Village Clerk are hereby authorized to execute and attest said Village Hall Rental Policy and Rental Agreement and any other documents necessary to effectuate the intentions set forth therein.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2025

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER _____

APPROVED _____, 2025

PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A
Village Hall Rental Policy

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.poplargrove-il.gov

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

Room Rental This rental package is especially suitable for large group meetings and small parties. Capacity is 60 people with tables and chairs and 128 people with chairs only.

Fee Procedure

- **Security Deposit:**

A **\$180 security deposit** is required at the time of application to confirm your reservation date and time.

- The security deposit is **required for all rentals**, including **businesses and non-profit organizations**.

- **Rental Fees:**

Rental fees must be **paid prior to the reservation date**.

- **Fee Exemptions:**

The following are **exempt from rental fees**, but must still complete this form and follow all facility rules:

- The **Village of Poplar Grove**, its committees, activities, and sponsored events
- **Non-profit Poplar Grove organizations**
- **Local, state, and federal government agencies or organizations**

- **Room Rental Rates:**

- **Poplar Grove Residents:** \$75 per rental
- **Non-Residents:** \$150 per rental

- **Insurance:**

- Applicants may be required to provide **proof of insurance** acceptable to the Village in the amount of **\$1,000,000.00**.
- **All businesses and organizations**, including those without not-for-profit status, **must provide proof of liability insurance**.
- **Proof of insurance is required** for any event that includes a **bounce house or inflatable attraction**.

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.
- **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 shall result in a partial refund of 50%. Please allow one month for refunds.
- **Security 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 an inspection both before and after the event to determine the condition of the facility at those times.
- **Decorations:** No nails, staples, duct tape or chemicals of any kind shall be used to secure decorations to the walls or woodwork. Fog machines or lighted candles are not permitted. Balloons or other decorations can be tied or taped (painter or scotch). Poplar Grove facility decorations (pictures, signs) may not be taken down or removed without staff approval.
- **Hours:** Day and evening use until 10 PM, unless other arrangements are made in advance.
- **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.
- **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. 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.

EXHIBIT B
RENTAL AGREEMENT

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 (microwave, refrigerator & garbage disposal).		
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 \$180.00 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 After event		
Remove all decorations.		
Clean mop station area (If used).		
Doors Secured.		
Village Key returned in Utility Lock Box		

FOR STAFF USE ONLY

Release Security Deposit ☐ \$180.00

Forfeit Full Security Deposit ☐ Yes ☐ No

Reason for Forfeiture of Security Deposit:

Staff Initial:

Date:

VILLAGE OF POPLAR GROVE

APPLICATION TO RESERVE VILLAGE HALL

NAME OF APPLICANT(S): _____

STREET ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____

PHONE NUMBER OF APPLICANT: HOME/CELL _____

DATE(S) REQUESTED: _____

HOURS REQUESTED: _____ TO _____ MAX NUMBER TO BE IN ATTENDANCE: _____

FOR THE PURPOSE OF: _____

DEPOSITS & FEES:

DEPOSIT

\$180

Due at time of Application

**Refundable; Contingent on Room
condition & Village Key Returned**

Room Rental Fee

Residents: \$75

Nonresidents: \$150

Non-Refundable

***Village Key pick-up 24 hours
before event**

ALL PAYMENTS MUST BE SUBMITTED TO THE VILLAGE OF POPLAR GROVE WITH THE COMPLETED APPLICATION.

- ☐ **I have read and understand and agree to comply with the Policy and Guideline Packet;**
Initial:_____

The applicant agrees by signing this application that the deposit shall be held by the Village of Poplar Grove, and may be applied to property damage to the premises and/or Village Key not being returned the day of rental, resulting from the time of the activity or may be forfeited as a

result of the activity. The Village may also seek further action to recover damages to the occupied premises. The applicant agrees not to use the premises for any unlawful activity and agrees to abide by all Village Hall rules, Regulations, and Ordinances of the Village of Poplar Grove. Person(s) using the Village Hall do so at their own risk. The Village and its employees are not responsible for damage to or loss of property of person(s) using the Hall. The Village will be contacted immediately for any injuries that result while person(s) are using the Hall. I, the applicant, have read and fully understand all the policies and guidelines as attached necessary for the use of Village Hall, and I will comply.

☐ I have read and understand the above waiver.

APPLICANT SIGNATURE: _____

DATE: _____

☐ Deposit refund date: _____
Date: _____

☐ Key Given to: _____

☐ Fee Paid Date: _____
_____ CASH _____

☐ Paid by: CK Number _____ CC Last Four Numbers _____