

Village of Prairie Grove  
3125 Barreville Road  
Prairie Grove, IL 60012



PH 815.455.1411 Fax 815.455.0783

## Village Hall Rental Application

**Use:** This service is only available when the Board Room is not in use by the Village. The Village reserves the right to deny permission, or cancel permission once permission is granted, for any reason.

**Notice:** 15 days advance notice is required for all requests when the Board Room is not scheduled for use by the Village.

**Fees:** A \$50.00 fee is required. The Village Board may require a higher fee due to the proposed use of the facility and may further require a deposit to cover any Village incurred clean-up costs.

**Clean Up:** Any facility user shall be responsible for the condition of the facility and all property within it, and shall leave the facility and all property in its original condition.

\_\_\_\_\_  
Date of Rental

\_\_\_\_\_  
Time of Rental (From – To)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Organization's Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email Address

**\*Proof of Liability Insurance naming the Village of Prairie Grove as additional insured shall be provided to the Village Clerk prior to use of the facility (minimum requirements shall be \$1 million per occurrence and \$2 million annual aggregate)**

In exchange for the Village agreeing to allow use of the Board Room to \_\_\_\_\_ (insert name), its successors and assigns, shall hold harmless, indemnify and reimburse the Village, its officials, employees, successors and assigns, for any and all liabilities, obligations, claims, damages, penalties, costs and expenses (including reasonable attorney's fees) arising directly or indirectly from the Village allowing the use of the Village Board Room. The Village is assuming no responsibility or liability for any damage or injury of any sort arising or alleged to have arisen from the use of the facility.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

## Chapter 6 VILLAGE HALL FACILITIES

- 6.1 Village Hall Uses
- 6.2 Village Hall Use Procedures

### 6.1 VILLAGE HALL USES *Amended, 486*

A. ACCEPTED USES: Access to Village Hall meeting room areas ("facility") on matters other than official Village business or Village-sponsored events shall be restricted to the following classes of organizations, corporations or agencies:

1. Governmental or quasi-governmental units or districts which are wholly or partly coterminous with the Village; or
2. Bona fide charitable or not-for-profit organizations, entities or corporations which have a substantial involvement or provide a substantial benefit to the citizens of the Village, such as homeowners' associations. An organization shall be deemed to have substantial involvement or provide a substantial benefit in the Village if either a majority of its members are residents or, in the case of regional organizations, if the Village falls within the region.

B. PROHIBITED USE: No commercial enterprises, solicitation or sales of merchandise whatsoever shall be transacted in the facility.

C. CANCELLATION: The Village reserves the right to deny permission, or cancel permission once permission is granted, for any reason and shall not be responsible for any loss, cost, or damage or injury of any sort, direct or indirect.

### 6.2 VILLAGE HALL USE PROCEDURES *Amended, 486, 431, 374*

A. PROCEDURES: All requests for use of the facility shall be made in writing to the Clerk not less than 15 days prior to the date of use. Such request shall identify one or more local residents for purposes of receiving any communication relative to the request and also to act as the responsible party for compliance with all rules and regulations pertaining to facility use. The Clerk may also request supporting documentation to confirm that the group is a permitted user.

B. CLEANUP: Any facility user shall be responsible for the condition of the facility and all property within it, and shall leave the facility and all property in its original condition. In the event the Village has to cleanup, repair or replace the facility and/or any property of the organization, the organization shall be responsible for the Village incurred costs plus an administration fee equal to 50 percent of the cost.

C. HOURS: Use of the facility is restricted to the hours of 8 a.m. to 9:30 p.m. Any user group may post a notice, subject to the approval of the Village, in the front door area of Village Hall not more than 36 hours prior to the use of the facility. Said notice shall be removed

immediately after the use.

D. FEE, RULES AND REGULATIONS: A fee of \$50 shall be required for use of the facility. The Village Board, by motion, may require a higher fee due to the proposed use of the facility and may further require a deposit to cover any Village incurred clean-up costs. Said fee (and deposit if required) shall be paid prior to the meeting date at the Village Hall. Upon payment, any other rules and regulations deemed necessary for the use of the facility shall be provided to the users.

E. INDEMNIFICATION: Each organization using the facility shall indemnify and hold the Village harmless from any loss, damage or claim of loss or damage or injury of any sort arising or alleged to have arisen from the use of the facility. Proof of liability insurance shall be provided to the Clerk prior to use of the facility and shall name the Village as an additional insured; the minimum requirements for which shall be \$1,000,000 per occurrence and \$2,000,000 annual aggregate.

*pjh:PrairieGrove.Code\Chapter.006.Nov09.doc*