



Private Rental FAQ's



Q: How do I guarantee my rental? Is a deposit required?

To secure your rental, you must submit a completed application and credit card authorization.

At the time of submission, if the space you are requesting is available, your application will be processed, a non-refundable deposit of 50% of your total balance will be charged and a permit will be emailed to you confirming your reservation.

Q: Can I request a hold on a space while I finalize the details of my event?

As demand for rentals is high, we are unable to offer courtesy holds.

Q: Are there rental minimums?

On Saturdays, Kettering Hall requires a four-hour minimum. There are no

other rental minimum requirements.

Q: How much does it cost to rent space at the Community House?

The Community House offers exceptional rental rates! Please see our rates & capacities chart for rentals costs.

Q: Do you have discounts?

Yes! A 15% discount is offered on room rental rates (excluding Saturday rentals) to registered 501(c)3 nonprofit organizations. You will be asked to submit a copy of your IRS tax exempt status letter to qualify for this discount.

Q: What if I need to cancel my rental?

The Community House aims to be as flexible with private renters as possible. Cancellations that occur more than 14 days in advance of an event will be offered an alternative date or a full refund, depending on the needs of the renter. Bookings cancelled less than 14 days in advance of an event will be responsible for full payment.

Q: Do I have to pay for parking?

No! The Community House parking lot and adjacent street parking are available free-of-charge.

Q: What is the earliest and latest time my event/party can start and end?

The Community House opens daily at 7:00 a.m. We recommend starting your event no earlier than 7:30 a.m. so that you have time to set-up and prepare beforehand. As of 2022—For evening rentals, per our liquor license, alcohol service must cease 30 minutes prior to the end of your party and may be served no later than 10:00 p.m. The latest your party can conclude is 10:30 p.m. with all patrons departed from the building by 11 PM.

Q: Can I rent the downstairs foyer for an event?

Yes! Monday-Wednesday, the downstairs foyer is available to rent. On Thursday, Fridays, Saturdays and Sundays, the downstairs foyer is included in the rental of Kettering Hall and not available as an independent space.

Q: Can I bring in my own food? What about food from a caterer or restaurant?

Yes! You are welcome to bring food into The Community House from an outside restaurant or caterer. *If available*, please provide a Certificate of Insurance (COI) naming The Community House as additionally insured at least 72 hours in advance of your event.

Q: Do I have to use vendors from The Community House's preferred vendor list?

No! The Community House is happy to provide you with recommendations based on our relationships with trusted event vendors. You are, however, welcome to work with any vendor or caterer of your choice.



Kettering Hall

Q: Can I serve alcohol at my event?

Yes! If you wish to serve alcohol at your event, your event will be assessed a \$100 alcohol permit fee. BYOB events are not permitted. Bartenders from a certified caterer or staffing company or Illinois BASSET certified individuals are required to dispense alcohol at your event. The Community House's Facility Supervisor will be happy to work with you on additional requirements to remain in compliance with The Community House's liquor license.

Q: Does the Community House have a kitchen I can use for my event?

Yes! Use of our prep kitchen can be rented for \$40/hour. The kitchen includes amenities such as an ice machine, cooking range, countertop space & cold storage. Use of the kitchen is not exclusive and may be rented by more than one group at a time. As our kitchen is not licensed by the Health Department, please note that only fully cooked foods may be warmed and prepared. Raw food cooking is not permitted.

Q: Are tables and chairs included in my rental? What other equipment is available to use?

Yes! Complimentary equipment available include 60" round tables, 6' rectangular tables, card tables, chairs, a lectern, screen and easels. Audiovisual equipment and coffee service are available for an additional rental fee. Please see your application for all available options.

Q: How early can I access the room I've rented to set up my event?

All rentals include 30 minutes of set-up and 30 minutes of clean-up time. For example, if your rental is from 10 a.m.-12:00 p.m., you will be allowed access to the room to set up starting at 9:30 a.m. and will be asked to clean-up and depart by 12:30 p.m. These "buffer times" are also when our staff may be in the room transitioning equipment needs in between bookings. If you anticipate needing more time than what is included, please speak with our Facility Supervisor about options.

Q: Can I have equipment delivered a day or two before my event?

Our goal is to be as accommodating as possible, but with limited storage space, early deliveries are not always possible. Please check with the event coordinator about the availability of storage before confirming outside deliveries (including alcohol) to The Community House. There is a \$50 fee if you need any storage the day before your event.

Q: Can I decorate the space I'm planning to use for my event?

Yes! You are welcome to bring in tabletop and freestanding decorations. We kindly ask you refrain from tacking, screwing or taping anything to The Community House walls. Nothing may be attached to stage curtains, chandeliers or sprinkler heads. Furniture, decorations and artwork in the Community House may not be removed without approval of TCH staff.

Q: Can I light candles at my event?

Yes! We kindly request that you refrain from open flames and candelabras (that may drip). Tea lights in votive cups or candles encased in hurricane glass are allowed.

Q: Can I set-up a bouncy house or other inflatable at my event?

No. For safety reasons we do not allow bouncy houses to be set up in our building. Small ball pits or soft play areas for children are welcome.



Rotary South

Have more questions? The Community House's Recreation Supervisor has answers!

Call
630-323-7500 ex. 253
or email:
rentals@thecommunityhouse.org

Learn more, see photos and take a virtual tour of our spaces by visiting thecommunityhouse.org