

**Community Banquet Hall Rental Information**  
**Louis Sherman Community Center**  
**3501 Hopkins Ave. • Steger, Illinois • 708-709-0288**

**Hall can be rented for up to a total of 6 hours – including set up and cleaning/building lock up**

Available between the hours of **Saturday 11 a.m. – 10 p.m.; Sunday 9 a.m. – 8 p.m.**


- Banquet room set-up is renter's responsibility.
- Opening and closing times must be adhered to closely. An additional \$50 per hour will be charged if the event extends beyond agreed rental and clean-up time.
- *A valid driver's license or state-issued ID is required to rent the Hall.*

**Room capacity -- 65 people.**

9 - Rectangular tables (6' x 30" wide) with 6 chairs 3 - 6-foot tables along the windows 1 - 48" round table
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Available with Hall:

- |                               |                         |
|-------------------------------|-------------------------|
| ▪ Full kitchen facility       | ▪ Garbage trash bags    |
| ▪ 60-cup coffee pot & filters | ▪ Cleaning Handi-Wipes® |
| ▪ Microwave                   | ▪ Restrooms             |



Please READ  
your contract  
carefully!

**Fees and payments:**

Deposit:

- ❖ **\$100.00 cash deposit** is required to hold the date *deposit amount is subject to future change.*
- ❖ The deposit will be returned only after it has been determined that the hall, kitchen, and restroom areas have been left in satisfactory cleanliness and order, *and all conditions of the Hall Rental Agreement have been met. Deposit is forfeited if reservation is cancelled by renter.*

Rental Fee:

- ❖ **Steger Resident - \$225 Non-Residents - \$300**
- ❖ Rental fee is required **within two weeks of the date of deposit.** (except in December when full payment must be made up front)
- ❖ *Rental payments within 30 days prior to the event must be made in cash or credit card (no checks).*

**NO ALCOHOL IS ALLOWED IN OR ON THE PROPERTY OF A MUNICIPAL BUILDING**

**NO tape of any kind; NO tacks, push pins or anything that may mar or stick to walls/surfaces are to be used. Hooks are provided for decorating. NO grills or grilling allowed.**

**Procedure for Rental**

- Fill out application form (ID must be presented) and pay CASH deposit
- Receive a copy of your Rental Agreement
- Pay entire rental amount **no later than two weeks after deposit**
- Pick up keys & instructed on opening and closing procedures **by 2 p.m. Friday** before the rental.
- Receive the name and telephone number of the Community Center staff on call that date
- The date of your event – if not during regular Community Center Hours – you will open the Community Center and disarm alarm.
- We estimate clean up to be *at least* 1 hour after most events.
- Secure the building; set alarm (if no other groups are in the building)
- **Drop keys in key drop box**
- **The Following Monday or Tuesday if the hall has been left to specifications, you will receive a call to pick up your deposit at the Community Center. ( An ID may be required)**
- **If money not claimed in 6 months it may be considered a donation to the Community Center activities.**