

## Room Rates and Pricing

### Room 202

700 sq feet – **72 people max\***  
\$100/hour

\$100 security deposit

### Room 202 West

500 sq feet – **40 people max\***  
\$65/hour

\$75 security deposit

### Room 202 East

200 sq feet – **25 people max\***  
\$50/hour

\$75 security deposit

### Room 206

2,800 sq feet – **160 people max\***  
\$160/hour (kitchen included free)

\$150 security deposit

### 206 South

1,800 sq feet – **90 people max\***  
\$115/hour (kitchen included free)

\$125 security deposit

### 206 North

1,000 sq feet – **55 people max\***  
\$75/hour (kitchen not available)

\$125 security deposit

*Room capacity is approximate depending upon the requested set-up for an event.*

**\*All rooms require a \$50 clean-up fee\***

## Gymnasium

One time use \$75/hour  
Multi-time users \$60/hour

To secure a room, renters must pay a non-refundable \$50 administrative fee and submit a completed room rental application. All renters must provide a valid Driver's License or State ID to verify their address. Please contact Jane Brennan by phone at **(708)-771-6159 ext.278** or via email at [jochoa@rfcc.info](mailto:jochoa@rfcc.info) to inquire about availability.

**(All rates subject to change)**

## Rental Policies

- There is a 3 hour mandatory minimum for all room rentals on Saturdays and Sundays.
- Alcohol is prohibited unless a proper Host Liquor Liability insurance endorsement is obtained. Endorsement must be submitted to the Community Center for approval at least one week prior to the event.
- Rentals are limited to the room(s) specified in the contract. An event is subject to cancellation if attendees do not stay within the specified area.
- Full payment, including any security deposits, clean-up fee or other fees, is due no later than one month prior to the scheduled event.
- Cash, credit card, or money order are the only forms of payment accepted for an event booked less than 30 days prior to the scheduled date.

- A \$50.00 administrative fee is required to book a room or reserve a date and is non-refundable if an event is cancelled.
- Renters are allotted 30 minutes before and 30 minutes after the scheduled rental time to set-up decorations and gather belongings and leave. Any additional time will be deducted from the renter's security deposit.
- Rentals end promptly at the time noted in the contract. An event that goes beyond the time specified in the contract will be charged at 2.5 times the rental rate.
- A security deposit will be refunded only if the room has been left clean, there is no damage to the room or facility, and terms of the RFCC contract/rules have not been violated.
- Glitter, party poppers, confetti, silly string, and/or similar paraphernalia are not allowed and will result in forfeiture of the security deposit.
- There will be no refund for any event cancelled by the renter less than 30 days before the scheduled event.
- The RFCC reserves the right to require security guards or, for events for persons under 18 years of age, a list of chaperones and their phone numbers. All security guards will be booked through the Community Center and added to the total cost of the rental.
- No smoking in the building or on RFCC premises.
- Rental policies can be amended at the discretion of the Community Center.

## Rental Hours

**Monday-Friday:**  
3pm – 10:00 pm

**Saturday-Sunday:**  
7:00 am – 10:00 pm

**For more information, pictures,  
and online inquiries visit:**  
[www.rfcc.info](http://www.rfcc.info)

For all rental inquiries including  
dates and policies please call

Jose Ochoa (Monday-Friday)  
708-771-6159 ex.278



## Room Rental Information



*River Forest  
Community Center*

**8020 W. Madison St.  
River Forest, IL 60305**

Phone: (708) 771-6159

Fax: (708) 771-8958

[www.rfcc.info/room-rentals/](http://www.rfcc.info/room-rentals/)

The River Forest Community Center has rooms available for meetings, seminars, showers, receptions, and more! We are conveniently located and have parking available for guests. RFCC staff handle the set-up, take-down, trash disposal and clean-up for all events. We also have different styles of tables and chairs which can accommodate most events. Our friendly staff are available to guide guests and help make your event a success.