

Room Rates and Pricing

Room 202

1,250 sq feet – 72 people max*
\$100/hour

\$100 security deposit

Room 202 West

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

\$75 security deposit

Room 202 East

500 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

1,750 sq feet – 90 people max*
\$115/hour (kitchen included free)

\$125 security deposit

206 North

1,050 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 Jose Ochoa by phone at **(708)-771-6159 ext.278** or via email at 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.

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.

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/room-rentals/

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/