Multi-Purpose Room	Rental Rates Per Hour	
Maximum Capacity 200 People	**Residents***	**Non-Resident**
1 – 50 people	$115	$144
51 – 100 people	$163	$204
101 – 200 people	$225	$281

Rental includes use of the kitchen at no additional charge. Kitchen includes refrigerator/freezer, microwave, double sink area counter area.

*Proof of residency required.

Program Rooms	Seating Capacity	Residents*	Non-Resident
Meeting Room	25	$95	$119
Program Room East (Entire Room)	60	$115	$144
East 203 (North) or 205 (South)	30	$95	$119
Program Room West (Entire Room)	80	$145	$181
West 202 (North) 0r 204 (South)	40	$105	$131

*Proof of residency required.

Room Rental Times
Monday through Friday 9 am – 10 pm
Saturday 9 am – 11 pm
Sunday 9 am – 6 pm

Rentals must be made at least one month in advance of requested rental date. Any rental made with less than one-month advance notice must be paid in full at the time the contract is signed.

All rental dates are subject to availability. A Room Rental Request Form must be submitted in order to reserve any rental date. No date will be held without a completed Room Rental Request Form.

DAMAGE DEPOSIT: All room rentals require a refundable $100 damage deposit in addition to the hourly room rental rate. The $100 damage deposit will be refunded within 5-7 business days after your rental date.

ALCOHOL DEPOSIT: Any room rental serving alcohol (beer/wine only) require a refundable $250 alcohol deposit in addition to the hourly room rental rate. A Certificate of Insurance (COI) naming the Skokie Park District and the Oakton Community Center as additionally insured is required as well in order to serve alcohol.

RENTAL PAYMENT: All rentals require 50% of the total room rental charge paid upon signing the room rental contract. The remaining 50% balance of the rental cost is due two weeks prior to the rental date.

SET-UP/CLEAN-UP TIMES: Rentals times **MUST** include set-up AND clean-up times.

ROOM SET-UP: Room rentals include table and chair set-up and will be set-up per your room set-up. All tables are set-up to accommodate the number of people on the completed application. There will not be any additional tables/chairs available once the room is set-up. Please be advised that there is no discount for bringing in your own tables/chairs for a rental.