

Oakton Community Center Room Rental FAQ's

-How do I reserve a room?

To begin the process, visit skokieparks.org, click on the blue Programs Tab to the far left and pull down to Facility Room Rentals. Click the link which brings you to the facilities page. Click on Oakton Community Center directly in the middle and then on the blue Click here to fill out a rental request link. Once completed, submit the application. There is no confirmation generated but the application will go directly to our Room Rental Coordinator who will respond via email within 1-3 business days. You can also do a 360 view of all our available rooms on the same page.

-How much do I pay?

All hourly prices for Residents/Non-Residents are listed on the website, skokieparks.org, and a paper version is available at OCC. Once your application is approved, you have seven (7) days to visit OCC to sign your contract and make a 50% deposit payment plus a 100.00 refundable damage deposit. The remaining 50% balance will be due 3 weeks prior to your event date.

-Can I make changes after the contract is signed?

Yes, you can adjust your rental time or the number of guests after the contract is signed.

-What is the cancelation policy?

Any cancellation must be received seven (7) days prior to the scheduled rental date. Any cancellation received with less than seven (7) days' notice will result in the forfeiture of the \$100 damage deposit. You will receive a refund of all other monies paid.

-Can I serve alcohol?

Only beer and wine are allowed. Serving alcohol requires an additional 250.00 refundable deposit plus an alcohol Certificate of Insurance.

-How much time do I have for decorating and cleaning up?

You have 15 minutes prior to the rental start time to enter the room and 15 minutes after the rental end time to vacate the room without additional fee penalties. If you require additional time for decorating and cleaning up, we recommend purchasing additional time at the start/end of your event.

-Can my party planner or decorator come in an hour or earlier to start?

No. Party planners, decorators, DJ's, florists, balloon artists must all adhere to the same timing entering and leaving the room: 15 minutes prior to the event start time and 15 minutes after the event ending time unless additional time has been purchased. No one may enter the room until the party host has signed in at the front desk using our check-in form.

-Can I drop off food/drinks/supplies prior to my party start time or earlier in the day?

Not without prior permission from OCC rental staff.

-Is outside food allowed?

Yes, you can bring outside food or cater it in. Please note that any outside serving vendors used during your event need to provide OCC with a copy of their current and valid Certificate of Insurance.

-Where do I park to unload supplies/food?

You may park along the side of the front entrance of OCC to unload your supplies/food through the front doors. We have pushcarts available at the Front Desk for your use to unload. Once loaded supplies/food are brought in, please move your car into our parking lot.

-Are bounce houses allowed?

Yes, bounce houses are allowed. However, due to overhead hanging pipes suspended from the ceiling of the rental room, bounce house height cannot exceed 10 feet vertically. If you are renting a bounce house, a Certificate of Insurance is required from the rental company you use. If you own the bounce house, no Certificate of Insurance is required.

-Can I hang decorations from the ceiling?

No, **nothing** may be suspended or hung from the rental room ceiling, the rental room ceiling pipes or the wooden ceiling beams. Decorations can only be adhered to the rental room walls using Painter's Tape or Command Wall Strips. Push pins, staples, Scotch Tape are all strictly prohibited and their use will result in the loss of your \$100 damage deposit. In addition, **nothing** can be spread out on or adhered to the rental room floor. Due to safety concerns, OCC staff cannot provide the use of facility ladders or step stools for rental decorations, but you may bring and use your own 3-foot step stool.

-Can I use dry ice, sparklers or a fog machine?

No, all the above are safety and fire hazards and will set off our fire alarms-they are not allowed in the rental room at any time. **NO exceptions ever.**

-Can I place a table, poster or signs outside the doors to announce my party?

No decorations, balloons, signs, tables or chairs of any kind are permitted outside of the rental room or in the common areas of the building at any time. Front Desk staff will direct your guests to the rental room. In addition; decorations, balloons, signs, tables or chairs may not block any of the exits inside or outside the rental room. All the above are safety and fire hazards and are not allowed. **NO exceptions ever.**

-Do I have to clean the room after my event?

Your cleaning responsibility after your rental event is to make sure the room looks as it did when you entered at the beginning of your rental. All garbage is to be deposited into the correct garbage receptacles lining the room. This includes clearing the tables of all debris, breaking/popping all balloons and depositing the pieces in a garbage receptacle, removing all decorations and adherents from the walls, stacking all leftover serving and/or alcohol boxes in the kitchen, all regular and/or alcohol cans/bottles in the recycling receptacles and all leftover food removed from the rental room, kitchen and/or refrigerator. Maintenance staff will then thoroughly clean and store the tables and chairs and thoroughly clean the rest of the rental room.