rental
information

Meeting Rooms, Hoover-Leppen Theatre, John Baran Hall, Richard M. Daley Roof Garden, Billie Jean King Recreation Hall, Classroom, Irving Harris Family Foundation Reception Hall
VISION

A thriving lesbian, gay, bisexual, transgender and queer community, living powerfully in supportive inclusive environments.

MISSION

Center on Halsted advances community and secures the health and well-being of the LGBTQ people of Chicagoland.
Room Rental Policies and Procedures

Center on Halsted is open for events
Monday-Sunday >> 8am to 9pm

Center on Halsted is available for events outside of these hours only by special arrangement.

ROOM RENTAL PROCEDURE -

1) Complete application (including alternate dates, additional equipment and/or services requested). Email application to rent@centeronhalsted.org or FAX to 773.661.0780.

2) We will email confirmation of your event/meeting or notify you if space is unavailable. Confirmation will include room(s), dates, times, equipment and services and the deposit required. Third floor venues and/or the John Baran Hall rentals will require a Rental Agreement. Insurance requirements will also be communicated if applicable.

3) For 3rd floor rentals, please review your Rental Agreement for setup information, equipment and other special requests and then sign and return to us with your deposit. The signed Rental Agreement and applicable deposit are due to reserve your room/venue; we reserve the right to cancel your booking should the Rental Agreement not be received by the due date. Your booking will not be confirmed until we have received both the signed Rental Agreement and your deposit.

4) For events booked in the Hoover-Leppen Theatre, Richard M. Daley Roof Terrace, Billie Jean King Recreation Hall, Irving Harris Family Foundation Reception Hall or John Baran Hall, a Center on Halsted representative will contact you to discuss and schedule a walkthrough if needed or desired. Any additional advance preparation or changes to setup requested less than 10 days prior to event may result in additional fees.

5) An invoice will be emailed to you within a week after your event date that will include any additional charges incurred. This invoice will list all charges, show payments made and will list any remaining balance due.
Room Rental Times

There are minimum time requirements for room rentals listed below. After the minimum time requirements, rooms are available in one-hour blocks. Please remember your setup, cleaning and breakdown must be done within the contracted rental time. Depending upon the size and complexity of your meeting or event, please allow enough scheduled time for performing these tasks.

<table>
<thead>
<tr>
<th>Standard meeting rooms &amp; classroom</th>
<th>1-hour minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoover-Leppen Theatre</td>
<td>3-hour minimum</td>
</tr>
<tr>
<td>Billie Jean King Recreation Hall</td>
<td>3-hour minimum</td>
</tr>
<tr>
<td>Richard M. Daley Roof Terrace</td>
<td>2-hour minimum</td>
</tr>
<tr>
<td>Irving Harris Family Foundation Reception Hall</td>
<td>2-hour minimum</td>
</tr>
<tr>
<td>John Baran Hall</td>
<td>2-hour minimum</td>
</tr>
</tbody>
</table>

Room Rental Closings

Center on Halsted is closed for the following holidays:

New Year’s Day  Labor Day
Memorial Day     Thanksgiving Day + Day After
Independence Day Christmas Eve + Christmas Day
**General Room Rental Information:**

1. A minimum 30-day reservation is **requested** as reservations for rental space will be made based on availability.

2. If food will be provided, you must use an approved caterer. Approved catering list is available for download on our website www.centeronhalsted.org. Additional fees will be added for room cleanup. See pages 7 - 8 for more information.

3. Bookings for Hoover-Leppen Theatre and Billie Jean King Recreation Hall can be made up to 12 months in advance.

4. Bookings are accepted for recurring events up to 6 months in advance, unless you have a memorandum of understanding or other separate written agreement with the Center.

5. Payment for recurring events will follow the same payment schedule as that of regular event bookings, namely: a full deposit is due 30 days prior to the day of the first event.

6. Meeting rooms are available in one or more standard setups at no additional cost. Customized event setups and/or theatre lighting may be available at additional cost, contingent on availability. Please contact the Rental Info Line at 773.661.0247 for an estimate.

7. Audio visual and other equipment may be available for rent with your room. Please see Equipment and Additional Charges on page 7 - 8.

8. Bars may be requested and are provided exclusively by Center on Halsted. Please contact the Rental Info Line at 773.661.0247 for an estimate. See page 13 for more information, including options available.

9. All renters of large event venues must provide proof of general liability insurance listing the Center as additionally insured. Recurring renters must submit updated proof of insurance if needed. Exemptions to this policy will be reviewed on a case-by-case basis. Insurance requirements will be listed in Rental Agreement.

10. Center on Halsted may determine additional security and operations staff are necessary for your event (depending on the type of event, number of anticipated attendees, and whether alcohol will be served). See Equipment and Additional Charges for rates on page 7 - 8.

11. Center on Halsted will not assume any responsibility for injury or accidents caused by the activities of event holders, or injury or accidents caused by materials provided by event holders. All renters must follow our Code of Conduct. See page 11.

12. The front desk is **staffed** during Center hours only, which are 8:00a through 9:00p Monday through Sunday.
General Room Rental Information (cont’d):

13. Rooms must be vacated by the time indicated on the Rental Agreement. Overtime charges will apply for rooms not vacated by the prearranged time, including extra charges if event participants, caterers, volunteers, etc. remain on site after the building's regularly scheduled closing time.

14. All event deliveries must be received by event holder during scheduled event time. Deliveries and retrieval of equipment, supplies or materials outside of the scheduled event time must be arranged in advance. Extra fees may apply for delivery, retrieval and/or storage of materials outside of scheduled event times.

15. Cleanup: Rooms must be left in the same condition as they were found. Additional fees will apply if extra cleanup is needed.

16. If advertising your event, prior written approval from the Art Director is required for use of all photos of the Center. Use of the Center logo is not permitted. Please call 773.472.6469 EXT 263 for more information.

17. No materials, decorations or paper can be affixed to the walls, furniture, lighting or fixtures in the Center. Inconvenience fee and repair costs including labor and materials will be billed to the event holder.

18. Event holders should bring their own supplies (with the exception of markers for the white boards). The Center will not be able to provide such items (i.e., batteries, scissors, paper, tape, markers, etc.) unless explicitly arranged and paid for in advance.

19. The Center is a scent-free space and we request that all event holders and guests of the Center refrain from using personal scents or materials that cause an odor or chemical release.

20. Whenever possible we request that event holders ensure that events are accessible to the deaf and/or hearing-impaired, through the use of sign language interpreters or other resources, as appropriate. The Center is not able to provide sign language interpreters, however, we are pleased to make available a list of sign language interpretation resources.

21. Event holders are fully responsible for any damage to Center property or theft of Center equipment while in their care.

22. Rentals to Political Candidates: Center on Halsted will rent space that is generally made available to the general public to all candidates for political office on an equal basis. Fees are charged at Center on Halsted’s customary and usual for-profit rates. In any such instance, Center on Halsted is not, and may not be represented to be a host of the event nor an endorser of a candidate. Invitations and announcements for political candidate events taking place at Center on Halsted shall include this statement: “Center on Halsted rents space in the community center to the general public and to candidates on an equal basis. Center on Halsted does not endorse the election of any candidate for political office.”
Deposits:
1. A deposit of total estimated rental cost is required before reservation will be confirmed. We reserve the right to cancel any reservation that has not been confirmed with a full deposit. Note: deposit will include additional fees required to reserve the kitchen and/or A/V equipment.

2. When renting a large event venue, a 50% deposit of the total estimated rental cost along with the signed Rental Agreement will confirm your reservation. Payment due dates are listed in your Rental Agreement, along with any other requirements such as liability insurance. Generally the full deposit is due 10 days prior to the start of your rental.

3. A refundable deposit of $1,000 is required to reserve the Dr. David J. Lochman Cyber Center. This deposit must be made by providing a valid credit card.

Cancellation Policy:
Unless otherwise stipulated in rental contract, a charge of 50% will be assessed if cancellation occurs at any time up to 7 days prior to your meeting/event. A cancellation of 7 days or less will result in no refund. We do not provide future credit for last minute cancellations.

Act of God / Weather Cancellation
Center on Halsted does not provide rooftop deck event relocation and space availability due to inclement weather unless prior arrangements have been made. To ensure alternate space is available, please plan accordingly and consider also renting the prefunction space. We do not provide a full or partial refund for cancellations due to weather and, while we’ll try to accommodate such changes, we cannot guarantee alternate space will be available.

Method of Payment:
The Center accepts payment via American Express, Discover, MasterCard, VISA, check or cash.

All policies and procedures related to room rentals are subject to change without notice.
**Equipment and Additional Charges:**

<table>
<thead>
<tr>
<th>Equipment/Service</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
<td>Video Projector</td>
<td>$50.00 flat fee</td>
</tr>
<tr>
<td>Audio Cart: CD Audio with one wireless mic (uses internal building speakers – Irving Harris Hall &amp; BJK Rec Center only)</td>
<td>$50.00 flat fee</td>
</tr>
<tr>
<td>Portable Sound System: CD Audio with one wireless mic (uses two portable speakers)</td>
<td>$50.00 flat fee</td>
</tr>
<tr>
<td>Additional Microphone (wireless)</td>
<td>$10.00 per mic</td>
</tr>
<tr>
<td>Flip Chart with Easel</td>
<td>$25.00 per chart</td>
</tr>
<tr>
<td>Overhead Screen</td>
<td>$10.00 flat fee</td>
</tr>
<tr>
<td>TV (60” flat panel)</td>
<td>$20.00 per hour</td>
</tr>
<tr>
<td>VCR or DVD</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Blu-Ray Player</td>
<td>$15.00 flat fee</td>
</tr>
<tr>
<td>Laptop (we provide a Windows 10 laptop with MS Office, CD drive and free WiFi connection)</td>
<td>$20.00 per hour</td>
</tr>
<tr>
<td>Speaker Phone</td>
<td>Provided</td>
</tr>
<tr>
<td>Phone Line Access for Meeting (access to one phone line; long distance charged separately)</td>
<td>Provided</td>
</tr>
<tr>
<td>Internet Connection* (event holder uses own WiFi-enabled device)</td>
<td>Provided</td>
</tr>
<tr>
<td>Other Services Available. Quotes available upon request. Grills</td>
<td>$25.00 flat fee</td>
</tr>
<tr>
<td>Tables (60” or 72” round, 6’x18” or 8’x18”)</td>
<td>$10.00 per table</td>
</tr>
<tr>
<td>Additional Chairs</td>
<td>$3.00 each</td>
</tr>
<tr>
<td>Linens</td>
<td>$20.00 each</td>
</tr>
<tr>
<td>Clean-up Fee</td>
<td>$50.00 per half-hour</td>
</tr>
<tr>
<td>Theatre Black Box Conversion (theatre is normally in stadium seating arrangement)</td>
<td>$500.00 flat fee</td>
</tr>
</tbody>
</table>

Note: AV and other equipment is available on a first come, first served basis for rent with your room.
*CoH guest WiFi service is a free public service. There is no guarantee of service or speed. Speed depends on number of users.
**Personnel and Other Charges:**
PERSONNEL (ALL ONE-HOUR MINIMUM)

<table>
<thead>
<tr>
<th>Additional Security</th>
<th>$40.00 per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom room setup, stage, podiums (cost of labor)</td>
<td>$75.00 per hour</td>
</tr>
<tr>
<td>Additional Operation’s staff for events (regular hours)</td>
<td>$30.00 per hour</td>
</tr>
<tr>
<td>Additional staff (2) for after hours</td>
<td>$80.00 per hour</td>
</tr>
<tr>
<td>Technical Support (on-site technical support during event)</td>
<td>(call for quote)</td>
</tr>
<tr>
<td>Custom Lighting (for Hoover-Leppen Theatre and Billie Jean King Recreation Hall)</td>
<td>(call for quote)</td>
</tr>
</tbody>
</table>

**OTHER CHARGES**
BUILDING HOURS: 8:00 AM TO 9:00 PM DAILY

| Cost to use facility after 9:00 pm (additional security may also apply) | $100.00 per half-hour |
| Event runs over reserved time (Meeting rooms) | $50.00 + hourly rate Additional fees apply if after 9pm |
| Event runs over reserved time (Large event venues) | $75.00 + hourly rate Additional fees apply if after 9pm |
| Food, beverages, alcohol and catering | See approved catering list |

Note: Pricing may change without notice.
Approved Catering List available for download at [www.centeronhalsted.org/rent.html](http://www.centeronhalsted.org/rent.html).
Second Floor Rentals

- Board Room (24 max occupancy limit)
- Classroom (20 max occupancy limit)
- Meeting Rooms
  - Small (10 max occupancy limit)
  - Medium (14 max occupancy limit)
- John Baran Hall (87 max occupancy limit)
Code of Conduct:

People from many different communities share this environment. In order to provide a safe and comfortable space for all members of the community, we have listed a few guidelines below.

**THE FOLLOWING ACTIVITIES ARE PROHIBITED ON CENTER ON HALSTED PROPERTY:**

1. Rude, discourteous, or raucous behavior
2. Sexual harassment or inappropriate touching
3. Smoking
4. Sleeping
5. Sexual or financial solicitation
6. Use of inappropriate or discriminatory language
7. Photographing or filming for other than personal purposes without permission
8. Use of radios, CD players, etc. without headphones
9. Illegal Behavior
10. Possession, sale, or use of illegal substances
11. Possession or use of weapons
12. Sexual activities
13. Theft or Vandalism
14. Physical violence or threat of physical violence
15. Any behavior that endangers the safety of any individual or group
Code of Conduct (cont’d)

17. Using scents including but not limited to perfumes, cologne, candles and incense.

18. Leaving unattended personal belongings or possessions without prior authorization from the Center.

19. Using Center on Halsted facilities for other than their intended purpose.

Gender-Inclusive Restrooms

As part of our vision of providing supporting and inclusive environments, our restrooms are open to everyone regardless of gender. Everyone should be able to use the restroom of their choice, free of abuse and harassment of any kind. We ask you to support us in keeping this space safe and accessible for everyone.

Thank you for adhering to these guidelines while visiting Center on Halsted. The Center appreciates your help in ensuring that all Center visitors have a positive experience while using Center facilities.
Policy: Use of Alcohol

All alcohol use must be approved in advance by Center on Halsted. Bar service requirements follow and all options require a two hour minimum. **Bar service must be authorized and scheduled a minimum of four weeks prior to event when rental reservation is executed**; changes to options selected are not permissible and will not be allowed day of event. These policies apply to all Center renters and partners.

1. Center on Halsted provides bar service for all events, including all beverages, supplies, and BASSET certified bartenders.

2. The following bar options are available. If a deposit is required, based on anticipated attendance, the amount will be listed in your rental agreement.
   - **Cash Bar**: Guests will be charged for drinks. Tip jars are displayed for bartenders.
   - **Cash Bar with Drink Tickets**: Drink tickets will be provided to renter to distribute; quantity negotiated in advance. Renter will be invoiced three to five business days for beverages consumed for redeemed tickets. Tip jars are displayed for bartenders.
   - **Open Bar**: The renter will be invoiced three to five business days after the event for beverages consumed. See tip jar policy below.
   - **Bar Package**: The renter will be invoiced with payment due prior to the event. Bar package options require a minimum of 50 guests. Attendance estimate due when license agreement is executed; final count and any additional guests must be paid prior to event. Wrist bands provided for all bar package options. See tip jar policy below.
   - **Soft Drinks Option (includes Juice, Soda and Water)**: $4.00 per person/per hour
   - **Beer and Wine (includes Juice, Soda and Water)**: $7.00 per person/per hour
   - **Call Bar**: $9.00 per person/per hour: Mixed drinks with house brand liquor (selections may vary) and beer, wine, juice, soda and water.
   - **Premium Bar**: $12.00 per person/hour: Mixed drinks with premium brand liquor (selections may vary) and beer, wine, juice, soda and water.

3. Tip Jars: Renters selecting an Open Bar or Bar Package option must determine in advance if tip jars will used. If renter opts to not have tip jars, a 15% gratuity will be added to their invoice based on consumption and all tip jars will placed in storage, and, bar signage will indicate a gratuity is not needed.

4. There is a $250.00 bar sales minimum that must be met for each bartender provided. If minimum is not met, the difference must be paid at the end of the event for cash bars; otherwise, the difference will be invoiced in three to five days.

5. Center on Halsted does not allow donated alcohol and cannot serve alcohol provided by the renter under any circumstances.

6. All alcohol served at events is limited to the specific space reserved for the event. Alcohol may not be carried into common areas of the building.

7. Center on Halsted reserves the right to deny use of alcohol at any event, either private or public, and, at any time.