

**Ebenezer Lutheran Church**  
**Schedule of Donations for Building Use**  
**One-time Event and Occasional Use**

Thank you for considering Ebenezer for your event or meeting. We strive to make our facility a resource for our community. Below, you will find the Schedule of Donations for use of our facility for limited and occasional use. If you are interested in using the building on an ongoing (weekly, monthly, or otherwise regular) basis, please contact the office ([office@ebenezerchurch.org](mailto:office@ebenezerchurch.org) or 773-561-8496) and request our Schedule of Donations for Ongoing Use. We're also happy to answer any questions you may have.

Room	Length	Width	Square ft.	Rate/Hour	Event Rate	Notes
<b>Dining Room*</b>	60	35	2100	\$75/hour	\$275 (4 hours)	Kitchen requires deposit and payment
<b>Kitchen*</b>	40	13	520	\$50 flat use \$100 deposit required (\$50 returned if left clean and tidy)		\$100 cleaning deposit required
<b>Gymnasium</b>	75	40	3000	\$45/hour (2 hour minimum)	\$150 (4 hours)	
<b>Auditorium</b>	80	55	4400	\$50/hour if no admission is charged (3 hour maximum) \$75/hour if admission is charged (3 hour maximum)	\$500 (7 hours)	Restrooms on same level. Not wheelchair accessible.
<b>Parlor</b>	35	22	770	\$40/hour	\$150 (4 hours)	Includes use of kitchenette in room
<b>Sanctuary*</b>	N/A	N/A	N/A		\$500 (4 hours)	Seating for 400. All inquiries must be approved by the pastor.
<b>Choir Room</b>	20	15	300	\$25/hour	\$75 (4 hours)	Includes use of piano
<b>Classroom/ Meeting Room*</b>	Varies	Varies	Varies	\$25/hour	\$75 (4 hours)	Rooms can accommodate 8-25 people. Many are accessible.

An (\*) indicates a space that is accessible for persons with disabilities, including access to restroom facilities.

- **Food and drink** are not permitted in the Gymnasium or Sanctuary
- **Members** of the congregation in good standing enjoy a 50% discount on all rates for personal events.
- **Payment** is required by cash, cashier's check, online credit card payment (*ebenezerchurch.org*), or personal check with valid ID. **50% is due thirty days in advance or at the time of reservation, whichever comes first;** and is *non-refundable*. The balance is due on the day of the event or first usage.
- **Rehearsals** for performing arts group who have reserved space at the above rates will be provided on an as-available basis at a flat rate of \$25/hour.
- **Use of the organ, pianos, and church instruments** must be arranged with and approved by the Director of Music prior to your rehearsal or event.
- **Setup and Clean-up.** All users are required to return tables, chairs, and other furnishings to their original location/storage area. Furnishings, including banners, are not to be moved or taken down in the Sanctuary without prior permission. Tables and chairs are provided on a first-come, first serve basis. **Many events will require an additional custodial charge of \$75 for events without food and drink and \$100 for events with food and/or drink.**
- **Insurance** is required for certain events that incur liability. Please inquire.
- **Not permitted:** Tobacco is not allowed in the building. Groups and individuals may not bring alcohol into the building; contact the office if you are planning a catered event. Gambling is forbidden. Contact the office if you have specific questions.
- **Liquor is not permitted** for service at Ebenezer. Please inquire if you desire to serve beer or wine at your event; separate insurance may be required.