

Ebenezer Lutheran Church
Schedule of Donations for Building Use
Regular 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 weekly, monthly, or otherwise regular basis. Please contact the office (office@ebenezerchurch.org or 773-561-8496) for scheduling or for answers any questions you may have.

| Room | Length | Width | Square ft. | Rate | Notes |
|---------------------------------|---------------|--------------|-------------------|--|--|
| Dining Room* | 60 | 35 | 2100 | \$40/hour | Does not include use of adjacent kitchen |
| Kitchen* | 40 | 13 | 520 | No additional hourly rate if deposit paid. | \$100 refundable cleaning deposit required |
| Gymnasium | 75 | 40 | 3000 | \$45 /hour | |
| Auditorium | 80 | 55 | 4400 | \$45/hour | Restrooms on same level. Not wheelchair accessible. |
| Parlor | 35 | 22 | 770 | \$30/hour | Includes use of kitchenette in room |
| Sanctuary* | N/A | N/A | N/A | \$50/hour (2 hour minimum) | Seating for 400 on two levels. All inquiries must be approved by the pastor. |
| Choir Room | 20 | 15 | 300 | \$25/use (2 hour maximum) | Includes use of piano |
| Classroom/ Meeting Room* | Varies | Varies | Varies | \$25/use (2 hour maximum) | 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 or 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.
- **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 banner, 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. **Some events *may* require an additional custodial charge of \$50 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.