STONY ISLAND ARTS BANK
RENTAL PACKET

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NOTES:
The Stony Island Arts Bank only rents space to organizations, any organization without 501c3 status will be charged full rental rates. Rentals to individuals, including for weddings, birthday parties, or similar events, are not accommodated at this time.

Rental reservation inquiries are only considered 90 days or less prior to anticipated reservation date. Due to the ever-changing nature of our spaces and programming, we are unable to accommodate requests more than three months in advance.

All filming and noncommercial photography inquiries MUST be directed to press@rebuild-foundation.org.

Any questions or concerns not addressed in this document can be directed to julie@rebuild-foundation.org.

**Certain fields of the Rental Agreement are to be completed by a Rebuild Foundation staff member and will be sent to the client for review and signature upon reservation acceptance.
STONY ISLAND ARTS BANK
Julie Yost
Director of Public Programming
6760 S. Stony Island Ave.
Chicago, IL 60649
julie@rebuild-foundation.org
312.857.5561 ext 1

RENTAL RATES

Stony Island Arts Bank operates under the following:

CLOSED to the Public
Mondays – Thursdays

OPEN to the Public
Friday, 4PM - 10PM
Saturday, 4PM - 10PM
Sunday, 12pm – 7pm

Stony Island Arts Bank also hosts a number of public programs that take place outside of our normal operating hours. Please visit the Rebuild Foundation calendar when determining rental dates—rentals that interfere with scheduled public programming will not be accommodated. Please be advised that public programming dates and times and hours of operation are subject to change, which leave proposed rental reservation dates and times subject to availability.

Rental reservations cannot, under any circumstances, take place in spaces where an art exhibition is present without express staff approval. Rentals that occur in exhibition spaces may require additional insurance.

Stony Island Arts Bank does not accept space rentals for wedding ceremonies or receptions, showers, birthday parties, or prom send offs. You will find other venue options that accommodate these types of events on the Preferred Vendors page.

All filming and noncommercial photography inquiries must be directed to press@rebuild-foundation.org. Commercial photography is strictly prohibited.

Not-For-Profit organizations may rent Stony Island Arts Bank spaces at a reduced rate upon receipt of Non-Profit documentation. For-Profit, Corporate, and all other entities fall under the Standard rate. The Stony Island Arts Bank does not accommodate rentals to individuals.

Base rates include 4 hours of rental time. Any rental periods that exceed 4 hours fall under the Daily rate. If a rental is billed at the Base rate and exceeds the allotted 4 hours, the client will be billed in the amount of the difference between the paid Base rate and required Daily rate at the close of the rental period.

These starter rates are for reference only, SIAB Staff will issue a quote with the final rental rate based on event. Rentals requesting access to venue before 8AM and after 10PM will incur additional fees.
FIRST FLOOR

Base and daily rates cover all events between 8AM - 9PM. Events starting or ending before or after hours (including arrival time, set up / break down) are subject to additional fees. These rates are for reference only, Rebuild Foundation will confirm final rate based on the details and logistics for your event.

<table>
<thead>
<tr>
<th>Base Rates</th>
<th>Daily Rates</th>
<th>MAX Occupancy</th>
<th>Ideal For</th>
<th>Includes</th>
<th>Excludes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(&lt;4 hrs)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1st Floor</td>
<td></td>
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</tr>
<tr>
<td>$5000 (Standard)</td>
<td>$9,000 (Standard);</td>
<td>188 (Atrium: 75 seated theater style, Bar / Lounge: 45 reception)</td>
<td>Performances, Meetings, Large Events</td>
<td>Bar + Lounge, Restrooms, Atrium, North Gallery, South Gallery, Outdoor Lawn</td>
<td>Handling of Stony Island Arts Bank artwork, collections, and installations; Hanging or wall installation of decor, Tamir Rice Gazebo Memorial</td>
</tr>
<tr>
<td>$2500 (NFP)</td>
<td>$4500(NFP)</td>
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</tbody>
</table>

SECOND FLOOR

<table>
<thead>
<tr>
<th>Base Rates</th>
<th>Daily Rates</th>
<th>MAX Occupancy</th>
<th>Ideal For</th>
<th>Includes</th>
<th>Excludes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(&lt;4 hrs)</td>
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<tr>
<td>2nd Floor:</td>
<td></td>
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<tr>
<td>Smart Room Only</td>
<td>$1500 (Standard)</td>
<td>$3000 (Standard);</td>
<td>55 theater seating</td>
<td>Conferences, Film Screenings, Lectures</td>
<td>Restrooms, Chairs, Tables, access to stationary A/V Equipment</td>
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<tr>
<td>$750 (NFP)</td>
<td>$1500 (NFP)</td>
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<tr>
<td>Reading Room Only</td>
<td>$1250 (Standard)</td>
<td>$2500 (Standard);</td>
<td>20 boardroom style</td>
<td>Board Meetings, Presentations</td>
<td>Same as above.</td>
</tr>
<tr>
<td>$625 NFP</td>
<td>$1250(NFP)</td>
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</tbody>
</table>

FIRST & SECOND FLOORS

Reserving the full space includes all of the individual spaces on both the 1st and 2nd floors, access to the Johnson Library is not included without special arrangements and express permission from Arts Bank staff.

<table>
<thead>
<tr>
<th>Base Rates</th>
<th>Daily Rates</th>
<th>MAX Occupancy</th>
<th>Ideal For</th>
<th>Includes</th>
<th>Excludes</th>
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<tr>
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<td></td>
</tr>
<tr>
<td>1st + 2nd Floors</td>
<td>$7000 - Standard</td>
<td>$12000 - Standard;</td>
<td>259</td>
<td>Galas, Large Events; Conferences</td>
<td>All amenities of individual spaces on 1st and 2nd floors.</td>
</tr>
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</table>
SERVICES AND FEES

SECURITY SERVICES + FEES

Security is required for reservations that take place outside of Stony Island Arts Bank’s operating hours. The security fee is $30 an hour, per security guard. The number of security guards that are required to be in the space are contingent upon the number of attendees expected for the rental reservation period.

During operating hours, Stony Island Arts Bank has 1 – 2 security guards on staff. For events that take place during operating hours, please be advised that additional security guards may have to be booked depending on the number of attendees along with the nature of the reservation. Security guards under this requirement oversee the interior of the Stony Island Arts Bank ONLY—any additional security guards desired must be relayed to the Event Manager to ensure that all necessary officers are booked on one bill. Common additional security guards include but are not limited to guards overseeing the Stony Island Arts Bank parking lot for reservations that run late into the evening.

Security Requirements

Reservations During Operating Hours

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Guards</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 25</td>
<td>N/A</td>
</tr>
<tr>
<td>25 – 50</td>
<td>1 - 2 Guard(s)</td>
</tr>
<tr>
<td>50 – 100</td>
<td>2 - 3 Guards</td>
</tr>
<tr>
<td>100+</td>
<td>3 - 4 Guards</td>
</tr>
</tbody>
</table>

Reservations Outside of Operating Hours

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Guards</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 25</td>
<td>1 - 2 Guard(s)</td>
</tr>
<tr>
<td>25 – 50</td>
<td>2 - 3 Guards</td>
</tr>
<tr>
<td>50 – 100</td>
<td>3 - 4 Guards</td>
</tr>
<tr>
<td>100+</td>
<td>4 - 5 Guards</td>
</tr>
</tbody>
</table>

VALET SERVICES + FEES

Valet is required for all rental reservations with 100 or more attendees. We utilize a neighboring parking lot for valet services that is owned by the City of Chicago. Because of this, the City requires that any parties wishing to use said lot for any purpose must submit a Right of Entry request. Right of Entry paperwork must be submitted to the City of Chicago 30 days prior to the rental reservation, a task that is the sole responsibility of the client.

Additionally, the City of Chicago requires that specific insurance requirements be met in order for Right of Entry requests to be considered. It is the client’s responsibility to meet the necessary insurance requirements.
Rebuild Foundation will provide further information on the processes involved with securing valet services to applicable clients.

**GUIDED TOUR SERVICE + FEES**

Guided tours can be added to a rental reservation for an additional $100. Tours are led by a Stony Island Arts Bank docent or community member and must be arranged to take place during the rental reservation period. Guided tours must be scheduled at the time of reservation acceptance to allow time for Rebuild Foundation to secure individuals to lead the tour on the rental date.

Guided tours must take place within the rental reservation time block. Guided tours CANNOT precede or exceed the rental reservation time period.

**PUBLIC PROGRAMMING FEES**

Stony Island Arts Bank incorporates a mission of serving the community through providing programming focused on culture and the arts. Rebuild Foundation rests firm in the belief that said programming be provided free of charge and without unnecessary or unviable interruption. Due to this belief, Stony Island Arts Bank reserves the right to accept or deny any rental reservation request that interfere with the public programming schedule. The decision to accept or deny a rental reservation request that seeks to rent space during public hours of operation and/or a scheduled public programming event is contingent upon factors including but not limited to type of event, number of attendees, rental duration, and space desired. On the rare occasion that a rental request interfering with public program hours is accepted, all accepted reservations of this nature will incur a fee of $500, due at time of deposit.

**STAFFING FEES**

Every rental reservation will incur a staffing fee of $250 for the required presence of Stony Island Arts Bank staff for the entirety of the rental reservation period. There are always 2 staff members on site for the duration of the rental period, with a maximum of 4 staff members—the number of staff members on site is dependent on the total guest count.

Each reservation will be assigned an Event Manager from the Stony Island Arts Bank staff as the primary point of contact for all reservation needs. **The Event Manager does NOT act as an event planner and should not be expected to do so.** The Event Manager ONLY handles logistics of the reservation as it relates to Stony Island Arts Bank and Rebuild Foundation.

**CLEANING FEES**

Every rental reservation will incur a cleaning fee of $150 for Rebuild Foundation to clean and fully reset the space(s) at the close of the rental reservation period.

**Please note that ALL vendor materials and decorations MUST be removed from the Stony Island Arts Bank premises at the close of the rental reservation period.** Due to varying company policies, if a vendor is not able to remove items immediately at the close of the rental reservation period, said items must be removed in their entirety.
the day immediately following the rental reservation. Any and all vendor items must be set up and broken down by personnel of the accompanying vendor—Rebuild Foundation does not allow for Stony Island Arts Bank staff to handle materials from an outside source.

**FURNITURE AND EQUIPMENT**

Stony Island Arts Bank has items available for use that are included within the rental charges. Anything outside of the listed available items will require rental from an outside source at the client’s expense. Set up, operation, break down, and any persons needed to execute these circumstances must be arranged by the client.

**Available Furniture and Equipment**

- Projector (1 stationary in 2nd floor Smart Room, 1 portable)
- Projector Screen (1 stationary in 2nd floor Smart Room, 1 portable)
- HDMI Cord
- 2 Speakers
- 2 Microphones
- 60 Standard Black Folding Chairs
- 20 Wooden Benches
- 4 eight foot folding plastic tables.

**FOOD, BEVERAGES, AND DECORATIONS**

Rebuild Foundation does not provide any kind of decor. All outside decorations must be approved by Rebuild Foundation prior to the rental reservation period. **No decorations can be pinned or tacked to the walls or any property of the Stony Island Arts Bank.**

**The following items are NOT permitted:** Open Flames; Tea Light Candles; Confetti; Rice; Glitter; Bubbles; Bird Seed; Flammable Props; Live Animals; Ice Sculptures; Water Fountains; or Body Paint.

To protect the art and special collections, the 2nd floor of the Stony Island Arts Bank is NOT available for the distribution and consumption of food and beverages. Food and beverages ARE allowed in the North and South Exhibition Halls on the 1st floor. Please keep this in mind when exploring the rental options at the Stony Island Arts Bank. Rental clients may select their own catering service—the caterer MUST be licensed in the state of Illinois for food service and preparation and provide Certificate of Liability Insurance, adding Stony Island Arts Bank as an additional insured. Stony Island Arts Bank reserves the right to discontinue the service of alcoholic beverages at any time during the rental reservation period.

ALL vendors outside of the Preferred Vendors list in this rental packet must be approved by Rebuild Foundation. Rebuild Foundation reserves the right to discontinue any and all vendor services at any time during a rental reservation period.
APPROVED VENDORS

Catering + Service

**Preferred Caterer**
(For Receptions, large convenings, and events needing in-house prep and servers)

Premier Catering + Events  
Marti Worrell | marti@mypremiercatering.com

**Black-Owned, Neighborhood Eateries**
(For lunch for small meetings)

Majani Restaurant  
Catering Menu | 773.359.4019

The Woodlawn  
info@thewoodlawn1200.com | 708.986.3008

Royal Caribbean (pickup only)  
773.363.6855

**Valet + Assisted Parking**

Red Top Valet  
Charles “Chuck” Secor | csecor@redtopvalet.com

**Furniture Rentals**

Marquee Event Rentals | (630) 871-9999  
Halls Rental | info@hallsrental.com | (847) 929-2222

**Audio/Visual Equipment Rental**

Vidtech | 630-241-0292 | jsink@vidtechav.com

**Alternative Event Venues**
These venues are not affiliated with Rebuild Foundation but host events in the neighborhood. Please contact venues for pricing and other details.

The Quarry Event Center  
bookings@thequarrychi.com | (312) 259-1143

The Woodlawn  
info@thewoodlawn1200.com | 708.986.3008
RENTAL AGREEMENT

Payments, Deposit & Cancellation Policy

1. The total amount quoted in this packed includes any and all service fees associated with the rental reservation as detailed in this rental agreement and have been applied in accordance to the policies outlined in the Stony Island Arts Bank Rental Packet.

2. Upon acceptance of the terms outlined in this agreement, the client will receive instructions on how to remit payments via email from Rebuild Foundation’s accounting division. Rebuild Foundation’s accounting division will provide the client with an invoice detailing all charges as they relate to this rental agreement. **Payments may be paid by credit card or check ONLY.**

3. A deposit of 25% is to be received at least 15 days prior to the event date. The client must pay the remaining balance on or before the reservation date. If time of event goes past agreed upon times in this agreement, client may be charged additional fees.

4. The client must provide final event details and attendee count 2 days before the event.

5. All cancellations received 10 days prior to event date will result in loss of deposit in the full amount.

6. If Rebuild Foundation must cancel the reservation for any reason, the deposit will be refunded for the full amount paid by the client via check. Checks will be mailed within 5-10 business days of cancellation notification.

Included in Rental of Stony Island Arts Bank

1. By signing this contract, the client agrees to reserving space at the Stony Island Arts Bank as private for the rental time indicated in this rental agreement. If the client is billed for the Base rate and exceeds the 4 hour allotment, the client will be billed in the amount of the difference between the applicable Base and Standard rates at the close of the rental reservation period.

2. This rental includes the access and use of the Stony Island Arts Bank’s in house music system, projector, and all tables and chairs listed as available for use in the Stony Island Arts Bank Rental Packet. Rental of additional chairs, tables, tableware, and audio/visual needs must be arranged by client. Any equipment the client uses that is provided by the Stony Island Arts Bank must be accounted for at the close of the event. **Any property of Stony Island Arts Bank that is found to be lost, stolen, or damaged by Rebuild Foundation staff at the close of the reservation is subject to a recovery fee at the client’s expense.**
Restrictions, Policies and Guidelines
The Stony Island Arts Bank is home to many invaluable collections, exhibitions, and programs. These resources create an exciting and unique atmosphere that greatly enhances the events that take place in its facility. At the same time, the presence of the art and the character of the space dictate special requirements that must be met in order to ensure a successful event.

1. Rebuild Foundation does not provide any kind of decor. All outside decorations must be approved beforehand and no decorations can be pinned or tacked without written permission by Rebuild Foundation. At the conclusion of the reservation, all decorations and any other articles brought into the Stony Island Arts Bank must be removed from the premises. Rebuild Foundation does not provide labor assistance with the set up and break down of outside decorations, and arrangements must be made to execute such labor at the client's expense. **The following items are NOT permitted:** Open Flames; Tea Light Candles; Confetti; Rice; Glitter; Bubbles; Bird Seed; Flammable Props; Live Animals; Ice Sculptures; Water Fountains; or Body Paint.

2. Art exhibitions and installations cannot be moved for the rental reservation unless there is written permission from Rebuild Foundation. Additionally, outside art cannot be hung on the walls unless there is written permission from Rebuild Foundation. In the event that Rebuild Foundation approves art exhibitions and/or installations can be removed or that outside artwork can be hung in the space, Rebuild Foundation will provide labor for removing and/or applying applicable articles.

3. Firearms are not permitted on the premises at any time. Additionally, smoking is not permitted anywhere on the museum premises, including outdoor spaces.

4. When planning an event at the Stony Island Arts Bank, the client will work closely with Rebuild Foundation staff. An Event Manager will be assigned to coordinate event logistics, manage facility and art collection compliance, and serve as a liaison between client, vendors, and Rebuild Foundation staff. Rebuild Foundation reserves the right to review, approve, and/or decline specific event plans including but not limited to décor and entertainment. **The Event Manager does not perform the duties of an event planner and should not be expected to do so by the client.**

5. Promotional signage outside or inside the building facing the public is prohibited without advance approval. Signs and decorations may not be affixed to any interior or exterior surface of the Stony Island Arts Bank, including the entryway, without permission.

6. Stony Island Arts Bank rental spaces are available at a non-profit rental rate upon receipt of non-profit documentation. For-profit, corporate, and all other entities fall under the Standard fee schedule and charges will be applied as such. Performances or events that require an admission ticket are permitted upon Rebuild Foundation’s discretion.

7. The client will be charged a cleaning fee of $150 for Rebuild Foundation to clean and fully reset the space(s) at the close of the rental reservation period. Additionally, the client will be charged a staffing fee of $250 for the required presence of Stony Island Arts Bank staff for the entirety of the rental reservation period.
8. The client will be charged a security fee for rentals. Rebuild Foundation requires that a set number of security guards be staffed based on specific factors as they relate to the rental reservation (number of attendees, parking lot coverage, when the event takes place, etc.) and will be applied in accordance to the policies outlined in the Stony Island Arts Bank Rental Packet.

9. To protect the art and special collections, the consumption of food and beverages may be limited in certain spaces. Rental clients may select their own catering service -- however, the service must be approved by Rebuild Foundation. The caterer must be licensed in the state of Illinois for food service and preparation and provide Certificate of Liability Insurance, adding Stony Island Arts Bank as an additional insured. Rebuild Foundation reserves the right to discontinue the service of alcoholic beverages at any time during a function.

10. Rebuild Foundation allows reservation modifications up to 10 days before the reservation date. Any requested modifications or changes to rental reservation after this period will not be accepted or accommodated.

By signing, the client agrees to fully comply with the terms of this Rental Agreement and all of the rental policies and procedures as outlined in the Stony Island Arts Bank Rental Packet. Failure to comply will result in immediate cancellation of rental reservation and loss of deposit. By signing, Rebuild Foundation agrees to abide by the terms of this rental agreement and adhere to the policies and procedures as outlined in the Stony Island Arts Bank Rental Packet.

________________________________________________________________________

Client Signature                                            Date

________________________________________________________________________

Rebuild Foundation Signature                               Date