



Frequently Asked Questions

Bar/ Bat Mitzvah

Q. Who will be present from the Glenview Park District during my rental times?

A. A caretaker is scheduled for any rental time you reserve. The caretaker is responsible for ensuring the building is accessible to the renter during the reserved rental times. They will set the temperature, prepare the microphones and answer questions.

Q. Are tables and chairs provided and what is the policy on setup?

A. Built in pew style seating is provided in the main room of the upper level. There is a built in Arc and or renters may use the tables provided- 6 foot or 8 foot.
The lower level room can accommodate up to 90 people banquet style while the upper level back room can accommodate up to 30 people banquet style

Q. Are microphones available?

A. Yes, three hand-held microphones and one lapel microphone are available.

Q. What is the deposit for and how is it refunded?

A. The purpose of the security/ damage deposit is to cover any overage in rental time as well as any minor damage to the facility. If the rental exceeds the reserved time, the charges are based off the hourly rental fee and are prorated if applicable. If your group does not exceed the agreed rental time and leaves the facility as it was found the full deposit amount is refunded after completion of the rental.

Q. How and when is my deposit refunded?

A. Deposits paid by cash or check will be refunded by check and mailed to the address provided on the agreement. If the deposit is paid by credit card the refund will be submitted to that credit card. Please allow 5-10 business days to receive the refund. Renter should update information if there are any changes such as address or credit card changes.

Q. Is a Certificate of Insurance Required for my rental?

A. Yes, if you are having any vendors come onto the property, a Certificate of Insurance (COI) is required for each vendor. The Glenview Park District must be listed as the additionally insured and as the Certificate Holder. The address for the Glenview Park District to be listed on the COI is 1930 Prairie St. Glenview, IL 60025 and the coverage should be up to \$1,000,000.00. If a COI is not obtainable, we will provide a waiver as a last resort.