

## Frequently Asked Questions

Additional questions? Please reach out to Molly MacCready (c: 773-682-8248 or Molly.MacCready@gmail.com).

### Details about Booking

#### **Q. What kind of events can I have at the lounge?**

A. In the past we have had bridal showers, rehearsal dinners, engagement parties, baby showers, communion parties, baptism parties, graduation parties, alumni mini-reunions, BBQ's, and business events. Most events are welcomed at the lounge.

#### **Q. What does it cost?**

A. In keeping with the spirit of the space, we do encourage you to make a donation to support current Saint Ignatius students through the Tuition Assistance Program. Based upon the size of your party and your graduation year (or connection to Saint Ignatius), the development office has created suggested donation amounts, which are available on the website. You may mail a check to 1076 w. Roosevelt, Chicago IL 60608 and indicate on the check that the funds are for the Alumni Lounge or visit: [www.ignatiuschicago.org/supportourstudents](http://www.ignatiuschicago.org/supportourstudents) indicate "Alumni Lounge" in the comments section.

#### **Q. How many people can it hold?**

A. Fifty (50) for the Lounge. Seventy (70) for both the Lounge and Class of '67 Skydeck.

#### **Q. Can anyone book this space?**

A. This space is provided for alumni and friends of Saint Ignatius to host events only. Anyone who is not an alumni, faculty/staff member or friend is welcome to be a guest but may not host an event. **Event host must be at least 25 years old at the time of the event.**

### Details about amenities:

#### **Q. What is provided to guests?**

A. Guests are welcome to make use of the commercial ice machine (located in the northeast room of the basement, the commercial refrigerator (located in the storage room on the first floor), two mini refrigerators (located in the lounge and on the deck) and a large grill located on the Skydeck.

#### **Q. What beers are on tap?**

A. Starting in January of 2018, Saint Ignatius will not provide beer for events. You are welcome to bring in any beverages that you would like to serve your guests. If you would like to bring your own kegs, please purchase half barrels to connect to the taps.

#### **Q. Can I use anything in the storage room?**

A. The commercial refrigerator, coffee machines, and coolers are available for your use. Please clean when finished. Extra tables and chairs are stored here, feel free to use them and please return them after your event. If you have left over supplies, food or beverages, please take home or dispose of them at the end of your event.

**Q. Are plates, cups, napkins and silverware provided?**

A. No, please bring your own silverware, napkins, plates, and cups.

**Q. Are there extra tables and chairs?**

A. Yes, extra 6' rectangular tables and folding chairs are available in the storage room.

**Q. Are there table cloths for the tables?**

A. No. If you would like tablecloths, you must provide them yourself. The diagrams available on our website indicate the length/size of each of the tables.

**Q. Is there a sound system I can connect?**

A. We have speakers and a sound system that will play any FM/AM station and in which you can connect a smartphone or tablet. Use the video 2 settings on the component.

**Q. Is there an ice machine?**

A. We have a commercial ice machine in the basement, northeast corner room. Please make sure the lid is closed when finished.

**Q. What appliances are available for use?**

A. The Lounge has 3 refrigerators (big and small), a microwave, and coffee machines. Please bring your own coffee and filters. There is no oven or stove available at this time, but there is one large outdoor grill. Please bring your own utensils and cleaning supplies.

**Details about your use of the space for your event:**

**Q. Can we come see the space before the event?**

A. Visits to the space are by appointment only and must be made at least one week in advance of your anticipated visit. Please contact Molly MacCready (contact information at top) to arrange this.

**Q. How will I get into the space?**

A. Will there be a security guard to stand by the door? Every host will receive a unique passcode to gain entry into the building. There will not be a staff member of the school present. You may have a guest open the door or may prop the door open while guests are arriving.

**Q. Can I come early to set-up?**

A. You will have one hour to set-up before the event if you would like. Please contact Molly MacCready (contact information at the top) if you would like more time. If you have hired a catering company, you must make arrangements to be in the space to let them in. There is not an Ignatius staff member to do this for you.

**Q. I have a caterer coming early. Can someone let them into the building?**

A. No. If a caterer is arriving early, you must be at the building to let them in. We do not provide staff to your event.

**Q. Can we move the furniture?**

A. Yes, as long as you move the furniture back to where you originally found it. A diagram of the room is available online.

**Q. What do we have to clean up?**

A. We expect each guest to clean up after their event and leave the space in the same general condition as they found it. Return all folding tables and folding chairs to the storage room. Wipe down all surfaces, put the garbage (from lounge and bathroom) in the trash bins next to the building. If you used the grill, thoroughly clean the grill before leaving. Please lock the two doors leading to the deck and turn off all lights, fans and air conditioning units. If there was a sticky spill that you were not able to clean sufficiently, please contact Molly ([Molly.MacCready@ignatius.org](mailto:Molly.MacCready@ignatius.org)) to report that so she can notify the operations team.

**Q. When do we have to clean up?**

A. Can I come the next day to do that? We expect each guest to clean up from their event on the same day of the event. Please do not leave any belongings behind after your event or expect to come the next day to clean up.

**Q. Are garbage bags available?**

A. Yes, they are available in the storage room.