

Fornelli '51 Alumni Lounge Terms of Use

- 1) You must be 25 years old on the date of your requested reservation to book the Lounge.
- 2) Guests are not allowed to reserve this space more than once in a month.
- 3) Guests are not allowed to reserve this space more than four times within one calendar year.
- 4) Hours of Operation & Sound Restrictions – The Lounge opens at 8am on weekdays and 11 am on weekends. It closes at 10pm on the weekdays and midnight on the weekend. We ask that you respect these times because of the teachers that occupy the second and third floor rooms. Please also respect these residents by limiting music and other amplified sound to be heard only within the Alumni Lounge. If you are playing overly loud music (heard from outside building / Lounge), you will be asked to turn it down or off.
- 5) Capacity – Fifty (50) for the Lounge. Seventy (70) for both the Lounge and Class of '67 Skydeck.
- 6) Provided to Guests - 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.
- 7) NOT Provided - Please bring your own silverware, napkins, plates, and cups. You may bring in any food & drink / caterer that you wish. A list of recommended caterers is listed on the Alumni Lounge website. Starting January 2018, Saint Ignatius will not provide beer for events in the Alumni Lounge. If you would like to bring your own kegs, please purchase half barrels to connect to the taps. If you plan to make use of the grill, please be sure to bring your own grilling utensils and supplies to thoroughly clean the grill after use.
- 8) Storage Room (northwest corner) – 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.
- 9) As the other building residents use the shared bathroom space during the day, please ensure that the bathroom is in usable condition before leaving. We will take care of cleaning the fixtures and restocking supplies, but please be sure that the area is neat.
- 10) . 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 identified suggested donation amounts, listed on the Alumni Lounge 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 indicate “Alumni Lounge” in the comments section.

Fornelli '51 Alumni Lounge: Post Event Checklist

- Furniture has been replaced into the original layout (diagram provided on website).
- All surfaces in the lounge have been wiped down and the bathrooms are neat.
- All food / waste has been collected (including from both first floor and garden bathrooms) and been deposited in dumpsters just south of the building or if these are full please use the ones near the cul-de-sac by the Saint Ignatius faculty parking lot.
- If the grill was used, it has been thoroughly cleaned.
- All keg taps (both in the lounge and on the deck) are firmly in the "off" position to prevent leakage of CO2.
- All supplies, including chairs and tables, brought into the lounge from the storage closet have been cleaned (if necessary) and returned to their original location.
- The drain below the tap in the bar has been rinsed out by pouring a cup of water down the drain.
- All lights have been turned off.
- The door leading to deck is double locked.

Thanks so much for helping us keep the lounge and deck in great condition so that they can be enjoyed by everyone who makes use of it. We hope you enjoyed hosting your event here. We welcome your feedback so that we can make the use of the lounge even more enjoyable. Please contact Molly MacCready (c: 773-682-8248; email: Molly.MacCready@gmail.com) with feedback or comments about the lounge.