



Welcome to Riverbend Community House

Everything You Need to Know for a Successful Event!

We are delighted to host your upcoming event! Our goal is to provide a space where the community can thrive. To help things run smoothly, we've put together this quick reference guide for your time in our facility.

Getting Here & Parking

- **Address:** 116 Barrypoint Rd. Riverside IL 60546
- **Parking:** Guests may park on Barrypoint, Scottswood or Fairbank Roads
- **Accessibility:** Our accessible entrance is located at the south end of the building with the canopy entrance

Entry & Security

- **Access:** Your key is to be used only on the agreed upon date(s). Please do not arrive earlier than your scheduled setup time as other groups may be using the space.
- **Doors:** For security, please do not prop exterior doors open. If you need a door held open for loading, please have a volunteer stand by the door.

Technology & Wi-Fi

- **Guest Wi-Fi:** Riverside Presbyterian Church
- **Password:** foxtrot801!
- **AV Support:** If you booked the Sanctuary sound system, the instructions are located in the sound booth. Please remember to turn off all microphones after use.

Comfort & Facilities

- **Restrooms:** Located in the Narthex (lobby closest to sanctuary doors) and social hall lower level.
- **Temperature:** The thermostat is preset for your comfort.
- **Kitchen Use:** If your rental includes the kitchen, you are welcome to use the appliances including coffee maker and microwaves. Please bring your own disposable table coverings and table wear.

In Case of Emergency

- **First Aid:** Simple First Aid Kits are located adjacent to each doorway. A larger kit is available in the Gym and Kitchen.
- **Defibrillator (AED):** Located in the gym and in the lobby adjacent to the office / south door.
- **Facility Issues:** If there is a plumbing or electrical emergency during your event, please call:
 - **Primary Contact:** Lynda Nadkarni - 708-622-5050
 - **Secondary Contact:** Heidi Carjaval - 708-964-8676

Wrapping Up

Please refer to the **Closing & Departure Checklist** attached and posted by the exit before you leave. Your care for our building allows us to keep our space welcoming to the whole community!

FAQs

- **Can I hang decorations?** Yes, but please use "painter's tape" only. No nails, staples, or tacks in the walls.
 - **Is alcohol allowed?** Yes with prior approval from the Session of Riverside Presbyterian Church and Board of Riverbend Community House.
 - **What if I need more time?** Please contact us at least 48 hours in advance. Extensions are subject to space availability and additional hourly fees.
 - **Is there a dumpster?** Yes, it is located in the parking lot behind the garage. Please ensure all food waste is taken outside to prevent pests.
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