

St. Thomas More Mission Space Reservation Information

Contact us:

St. Thomas More Mission
2825 W. 81st St
Chicago, IL 60652-2722

Tel: (773) 436-4444
Fax: (773) 778-9087
Email: sttmm@archchicago.org

Eligibility for Use of Space

The St. Thomas More Mission campus is available for weekend/extended stay retreats, spiritual revivals and worship events, bible study, community-focused events, conferences, seminars, workshops, and more.

St. Thomas More Mission Church is available for use for sacramental celebrations, such as Baptisms, Weddings, and Funerals.

All space reservations are subject to applicable fees.

Form Submission, Approval, and Cancellation

Submitting the Form

Please submit the corresponding Reservation Form via email or USPS using our contact information on the top of this document. You can also drop the form off at our office between 9 AM and 2 PM, Monday – Thursday.

We respectfully ask that forms be submitted *at least 30 days in advance* of the date/start date of your event but **no later than 14 days prior to the start time of your event***, otherwise it may not be accommodated.

If submitting the form via USPS, please consider the timing of your submission to ensure ample time is given for mail to be processed.

**Funerals may be scheduled 7 days in advance or earlier.*

Please inform your Funeral Director and direct them to us via our contact information above.

Reservation Processing and Final Agreement

Once you submit your form, we will review your request to determine if it can be accommodated and to calculate the total cost of your reservation. St. Thomas More Mission will generate an invoice and contact you within **5-7 business days** of reception of your form to share the total cost of your reservation via phone and/or email. This is when you will initially confirm or deny your reservation. We may also contact you within this time-frame to gather more information about your event, inform you of a conflict, or some reason pertaining to the details provided in your submission.

Payment and Final Confirmation

Once the requester submits the invoice payment, and it is processed by the office, St. Thomas More Mission will provide final confirmation of the event and add it to our calendar.

Cancellation Policy

Cancellations must be made at least **7 days in advance** of the event for a full refund.

Cancellations made less than 7 days in advance may forfeit the applicable fees charged for the reservation.

St. Thomas More Mission reserves the right to cancel any events previously scheduled. A full justification regarding our decision to cancel an event will be provided to the contact(s) on your submitted form.

Important Notices

☐ You are responsible for setting up and tearing down all outside decorations, equipment, and removing all trash; generally, please return the space to the condition it was in upon your arrival.

You will be charged an additional fee of \$500.00 if upon review the space is not in order.

☐ Alcoholic beverages require permission to be served. Please be sure to indicate whether alcohol will be available at your event. You are required to submit the appropriate paperwork for the state of Illinois regarding distribution of controlled substances.

☐ St. Thomas More Mission is not responsible for stolen items. If you feel something is lost, please call our office: (773) 436-4444.

☐ Submission of this form does not guarantee a reservation. Once your form is submitted and received, you will hear from us regarding your reservation.

SPACE INFORMATION – MAIN CAMPUS BUILDING

<p>Church -----</p> <p>St. Thomas More Mission must stress that the Church is <u>only to be used for sacramental celebrations</u>, such as weddings, funerals, and baptisms.</p>	<ul style="list-style-type: none"> The primary choice for Sacramental celebrations. Includes access to all church facilities, including the sacristy, sanctuary and nave. An organ and keyboard are also available for musicians. The Church is handicap-accessible. 	<p>BASE PRICE: \$600.00 MAXIMUM OCCUPANCY: 1,200</p> <p>The base price includes A/V equipment and internet access, use of all vestibules, the nave/sanctuary, the choir room, cry room, sacristy, and all other facilities on the main level of the Church building.</p> <p>The requester is responsible for providing celebrant(s), musician(s), cantor(s), lector(s), altar server(s), and any other individuals for their requested event or service. The requester is also responsible for informing St. Thomas More Mission of any needed adjustments to A/V equipment</p>
<p>Donlan Hall -----</p>	<ul style="list-style-type: none"> Our largest space to conduct non-sacramental events; perfect for concerts, workshops, seminars, and presentations for large group events. Equipped with a new audio system and main stage, configurable tables/chairs, internet access, and empty kitchen and bar. Donlan Hall is handicap-accessible. 	<p>BASE PRICE: \$150.00/HOUR MAXIMUM OCCUPANCY: 500</p> <p>The base price includes use of the main entryway to Donlan Hall, A/V equipment and internet access, the seating/table area, the main stage, the kitchen area, and the bar area. Public/handicap-accessible restrooms are available in the hall.</p> <p>The requester is responsible for providing stock/materials for the kitchen and bar areas if used. The requester is also responsible for informing St. Thomas More Mission of any needed adjustments to seating/tables or the stage area. Stage additions and adjustments include A/V equipment.</p>

SPACE INFORMATION – MISSION OFFICE LOWER LEVEL AND MISSION CENTER

Quigley Room -----	<ul style="list-style-type: none">The Quigley Room is the perfect area for meetings or studies with configurable tables/chairs, audio/visual media, and a small kitchen.	<p>BASE PRICE: \$100.00/HOUR MAXIMUM OCCUPANCY: 50</p> <p>The base price includes use of the main entryway to the Quigley Room, A/V equipment and internet access, the open seating/table area, kitchen, restroom, and coat storage areas.</p> <p>The requester is responsible for providing stock/materials for the kitchen area if used. The requester is also responsible for informing St. Thomas More Mission of any needed adjustments to seating/tables or the A/V equipment</p>
Conference Room -----	<ul style="list-style-type: none">The conference room adjacent to the Quigley Room is the perfect quiet room for small gatherings.	<p>BASE PRICE: \$50.00/HOUR MAXIMUM OCCUPANCY: 15</p> <p>The base price includes use of the conference room and access to staff assistance. Also includes internet access.</p> <p>The requester is responsible for informing St. Thomas More Mission of any changes needed in the space.</p>
Mission Center (Main Level) -----	<ul style="list-style-type: none">The adjacent convent to our office and church, now our Mission Center – Equipped with a learning area, lounge, kitchen, small meeting areas, Chapel, outdoor garden space, and internet access – perfect for meetings and multipurpose gatherings.	<p>BASE PRICE: \$300.00/DAY or \$80.00/HOUR MAXIMUM OCCUPANCY: 30</p> <p>The base price includes A/V equipment and internet access, use of the Chapel, lounge area, kitchen, learning area, meeting spaces, and public restrooms on the main level of the Mission Center. Also includes use of outdoor grounds (North and South gardens, relative to Mission Center).</p> <p>The requester is responsible for providing stock/materials for the kitchen area if used. The requester is also responsible for informing St. Thomas More Mission of any changes needed in the space.</p>

SPACE INFORMATION – ROOM AND BOARD

Mission Center (2 nd Level) -----	<ul style="list-style-type: none">Guest rooms are available on the 2nd floor of the Mission Center, making this the perfect space for retreat attendees and extended-length event participants to reside during their stay.	<p><i>The 2nd level of the Mission Center is residence ONLY and will be charged the listed amount per person per day.</i></p> <p>BASE PRICE: \$70/PERSON/DAY MAXIMUM OCCUPANCY: 12</p> <p>The base price includes general preparation of the residence spaces, including fresh linens and sanitation before and after the event.</p> <p>The requester is responsible for notifying St. Thomas More Mission of any necessary adjustments or accommodations.</p>
Mission Office Residences -----	<ul style="list-style-type: none">Guest rooms are available on the 2nd floor of the Mission Office, making this the perfect space for retreat leaders and extended-length event staff members to reside during their stay.	<p><i>The 2nd level of the Mission Office is residence ONLY and will be charged the listed amount per person per day.</i></p> <p>BASE PRICE: \$75/PERSON/DAY MAXIMUM OCCUPANCY: 4</p> <p>The base price includes general preparation of the residence spaces, including fresh linens and sanitation before and after the event.</p> <p>The requester is responsible for notifying St. Thomas More Mission of any necessary adjustments or accommodations.</p>

To learn more about available space, please contact us via email or phone.