



CSS Academy Rental Information

CSS Academy is available for rent by members of the community Saturdays and Sundays from 8:00 a.m. until 10:00 p.m. The facility is located at 3732 Grand Boulevard in Brookfield. It offers parties, birthday parties, and business meetings or seminars.



The Exterior of CSS Academy on Grand Blvd.

Features of CSS Academy

- Neighborhood setting with free street parking (as available)
- 2,458 sf. facility with natural daylight. An easily movable partition connects two large rooms. Room one (with kitchen) is 1,458 sq. ft, room two is 1,000 sq. ft [See floorplan \(click thru\)](#)
- Complimentary tables and chairs
- Maximum capacity is 174
- The facility is on the ground floor with accessible entries, exits and bathrooms to accommodate individuals in wheelchairs or walkers
- Rental fees benefit individuals with intellectual/developmental disabilities

Additional Features which may be added a la carte for a flat fee

- Kitchen area with stove, oven, and refrigerator.....\$40

- Projector with screen.....\$20
- Sound system.....\$25
- Portable sound system (1 mic included).....\$25
- DVD player or laptop.....\$10
- Copy machine (not to exceed 100 pages).....\$30

Costs & Considerations

- The rental fee is \$75/hour
- CSS Academy may be rented on Saturdays and Sundays from 8:00 a.m. until 10:00 p.m.
- Once approved, the renter must provide the following:

1) Proof of insurance valued at one million

2) Signed Facility Rental Agreement

3) Security deposit equal to 25% of the total anticipated fee

Renters will have 14 business days to notify CSS staff of cancellation of event. A \$25 cancellation fee will be charged. If CSS is notified on the 15th business day, CSS will refund all but the security deposit. Renters must abide by all considerations in the Facility Rental Agreement.

- After your celebration, all decorations must be removed, tables and kitchen area must be wiped down, and trash must be taken out.

Please bring your own

- Paper / plastic goods
- Decorations / centerpieces
- Tablecloths
- Chair coverings
- Food / non-alcoholic beverages

Information and Reservations

For more information, please email Cassandra Colucy at ccolucy@cssservices.org or call (708) 354.4547 x191. Once your preferred date is approved, you may begin the reservation process. Complete the Facility Rental Agreement and email it to ccolucy@cssservices.org and mail your deposit to:

CSS Academy
Attn: Cassandra Colucy
3732 Grand Boulevard
Brookfield, IL 60513