

# Birthday PARTIES

IBCLR is excited to offer our members a place to host their child's birthday party. Your reservation will consist of a 3-hour window that includes your set-up and clean-up time. Please be considerate of volunteers and other party families by sticking to the schedule. ***\*Must be an active member of IBCLR to rent.***

**Parties are \$200 and windows are as follows:**

10am-1pm

11am-2pm

12pm-3pm

## Indoor Playroom:

- We allow a maximum of 15 children at a party (birthday child not included in that number).
- The indoor playroom is for preschool age (6 and under) children only.
- All food and drink need to remain in the Preschool Hallway. No food should be taken out into the north lobby, classrooms, or playroom.
- No access to classrooms, including bathrooms in classrooms, or kitchen workroom. (Available bathrooms are in the preschool playroom or preschool hallway.)
- We kindly ask that all your party decorations be tabletop decorations. You may not hang things on the wall or from the ceiling.
- No glitter and/or confetti.
- No helium balloons allowed inside the playroom.
- The Preschool hallway will be setup with two 8-foot table for serving food/cake and gifts; it also has 2 small tables that each seat 6 children. No additional chairs or tables may be added to the room.



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## Outdoor Playground:

- We allow a maximum of 15 children at a party (birthday child not included in that number).
- All food and drink need to remain in either outside or in the Preschool Hallway. No food should be taken out into the north lobby, classrooms, or playroom.
- No access to classrooms, including bathrooms in classrooms, or kitchen workroom. (Available bathrooms are in the preschool playroom or preschool hallway.)
- You may choose to have your setup be outside: Two 8-foot tables for serving food/cake and gifts; and 2 picnic tables. No additional chairs or tables may be added.
- Or in the Preschool Hallway: setup with two 8-foot table for serving food/cake and gifts; it also has 2 small tables that each seat 6 children. No additional chairs or tables may be added.

**Playground gate is to remain locked during party.**

## Building Policies

- Motorized vehicles, bikes, or skateboards are not allowed to be driven or ridden in the building (including gifts received).
- Piñatas may only be used as decorations (no swinging sticks in the building).
- No smoking or vaping allowed in the building or within 10 feet of the entrance.
- No alcoholic beverages or illegal substances in the building or on church property.
- Do not prop open any exterior doors.

**Contact Renna Karman at [renna@ibclr.org](mailto:renna@ibclr.org) for more information**



**Scan the QR code for  
Room Reservation**

