



## St. Joseph Catholic Church

121 E Maple  
Libertyville, IL  
847-362-2073

### Room Use Options and Standards

St. Joseph's rooms offer a wide variety of use. Please use the Facilities Request Form to indicate what equipment and amenities you require. Contact the Facilities Department (847-990-1225) to ask any questions.

#### **Koenig Center** (Capacity 50-450)

Koenig Center is a general use parish hall designed for more than 50 but less than 450. It is sectioned off by a retractable wall separating the tile side and the carpet side. The tile side is used by the school every day for lunch. Sitting at tables banquet style the room can handle 250 people 300 under extreme conditions. It can handle 450 people sitting for mass at holidays. Normal mass setting is 250. Standard lecture sitting on carpet is 160. The standard setup for the room is empty. Last group using the room before Sunday morning is responsible to set up for Family Mass for 10:45 Sunday morning service. Directions are on the inside of the table room door.

#### **Loughry Room** (Capacity 15-75)

Loughry Room is a room used for general meeting space. The room has 4 large tables that are standardly set together to form a large conference table that will accommodate 24 people. This is the standard set-up for the room. The table and chairs can be moved to the users' needs but need to be set to the standard when done. The room is carpeted and has a white board and projector. A conference phone is also available for use in this room.

#### **Parish Library** (Capacity up to 15)

The room formally known as the parish library is a general meeting room with a large conference table and 14-15 chairs. The tables are not movable. The room is equipped with a white board and overhead projector. A conference phone is also available for use in this room. A conference phone is also available for use in this room.

#### **St. Joseph Room** (Capacity up to 16)

The St. Joseph room is a general meeting room. The room is also used by bereavement which has scheduling priority. Be aware you may be asked to move if bereavement need to use the room. The room has a conference table which can accommodate 10-12 chairs. The room also has 2 couches for discussion group use. There is no white board but projection can be accommodated on one of the walls. The St Joseph room has patio door access to the court yard area.

#### **Emmaus Room** (Capacity up to 10)

The Emmaus Room is used for general meetings. The room has a large conference table.

## **Cana Room** (Capacity up to 6)

The Cana room is used for general Meetings.

## **Mary Room** (Capacity up to 6)

The Mary room is used for general Meetings.

## **Narthex**

The Narthex is a worship space and is considered part of the Church. Up to three groups may reserve space in the Narthex. Office staff has the final say as to which groups may use the Narthex. Listed below are guidelines for using the Narthex space:

- No money is to exchange within the Narthex.
- No activity is to occur during Mass times.
- Multi-media are available but are limited to one group at a time.
- A maximum of three tables can be used in the Narthex at one time
- No more than 6 easels may be used in the Narthex at any one time

## **200 Building Lower Level** (Capacity up to 150)

The 200 lower level is for general meeting use. The room has 6" and 8" tables as well as card tables. The room also has a refrigerator for refreshment use during the event. Portable electronic media is available upon request.

## **Formation Center, located in Milpark Mall**

The Formation Center has the following three rooms available for scheduling. The Formation Center has a kitchenette and ice machine for all to use.

### **Room B** (Capacity up to 49) *closest to Milwaukee Ave*

Room B in the formation center is available for general meeting use. Standard set-up for the room is 16-20 chairs in a circle. Tables are in the room to accommodate a variety of use. The room has a white board and hanging projector.

### **Room C** (Capacity up to 65) *Center room*

Room C in the formation center is a general meeting room with 6 round tables with 8 chairs around each table to accommodate 48 people. The room has a white board and an overhead projector. The room also has a podium and a table for refreshments.

### **Room D** (Capacity up to 49) *Closest to rear parking lot*

Room D in the formation center is a general meeting room. Standard set-up is tables' set-up in a U shape with chairs around the perimeter and a head table in front of the white board. The room has enough chairs to accommodate 49 sitting at tables. The room has a white board and hanging projector.

## **The Teen Center/"Souled Out" space, located in Milpark Mall (Capacity up to 49)**

The Teen Space, formerly known as "Souled Out", is a two room space with games and a stage. The room can be used for general meeting or group discussions. The main room has several couches for comfortable discussions. The room also has available folding chairs for lectures or small masses. The space also has a small kitchenette with refrigerator and microwave.

## **School**

The main use of the school building is the education of our students in the school and religious education programs. The building is available for parish use until it becomes detrimental to the operation of the school. The school facilities are only available during non-school days and hours.

### **Gym (Capacity table 300, chairs only 475)**

The gym is available for general use for either athletic activities or for use as a parish hall. The gym has hardwood floors and care should be exercised not to do damage during the event. The gym can accommodate 300 people sitting at tables or 475 at a lecture or mass setting. The room has a screen on the east long wall and a projector can be brought in. The full complements of table sizes are available for use in the Gym. Maximum capacity of the gym is 565.

### **Library (Capacity up to 45)**

The library can be used for general meeting with permission of the facility manager. The setting is standard library furniture with some meeting tables. Maximum capacity is 45 for meeting use.

### **Classrooms (Capacity Varies)**

The school classrooms are available for general meeting use if all other meeting rooms are occupied. Each room has to be left as found. Maximum capacity for the room is the number of seats in the classroom at the time. The classroom is set for the largest number of student that use the room typically from 25-29 seats. No food or drinks are allowed in the classrooms.