



**St. Joseph Catholic Church
Libertyville, IL**

POLICIES FOR THE USE OF PARISH FACILITIES

GENERAL

Every parish group, organization, and ministry using our facilities must follow these policies and conduct their activities in a safe, responsible, and respectful manner. Our facilities belong to all of us. As members of a community, each of us is responsible to maintain a safe and clean environment out of respect for others who share the facilities. These policies reflect that expectation. Each group has been assigned a Pastoral Staff member to assist them through the room scheduling process.

Any group not following these policies may face restrictions on the use of our facilities. The parish reserves the right to limit the on-site activities of any group and to revise reservations and room assignments as necessary.

RESERVATIONS

Every facility use must be reserved using the Facility Request Form available on the parish website. The form should be submitted at least two weeks in advance, by mail, fax, or e-mail to the Pastoral Staff member responsible for the parish group. If you are requesting a room set-up, the Facility Request Form must be submitted three weeks in advance. The Pastoral Staff member must be informed of any schedule changes or cancellations.

ROOM USAGE, SET-UP, AND CLEAN-UP

- Each group is responsible for their own set-up and complete clean-up. Custodial staff assistance may be provided for major events. Requests for custodial assistance must be submitted at least two weeks in advance and must be approved by a Pastoral Staff member. Last minute requests may not be able to be satisfied.
- Food or drinks are not permitted in the church. Food and drinks, including leftovers, should not be stored on-site after events. Please remove food and drink wrappers, waste and recyclables from meeting rooms in the Parish Office, Koenig Center, the Loughry Room, and the Formation Center and from school classrooms. As part of our responsibility to be good stewards, the parish expects all groups to practice recycling. Please follow posted recycling guidelines. Do not mix food and drink waste in with recyclables.
- Facilities should be left in a clean, orderly condition with all items (including tables, chairs, lamps, TV's, etc.) returned to the correct location. Floors should be swept or vacuumed if necessary. Any concerns, problems or damage should be reported to a Pastoral Staff member.
- Thermostats, lighting, sound systems, musical instruments and other parish equipment should not be moved, handled, or adjusted without specific authority from a Pastoral Staff member.
- The last group to use the Koenig Center on Friday/Saturday before the Sunday Family Mass is responsible for the complete set-up of the room for that Mass.
- No Glitter or confetti is to be used at any event.

SECURITY

Every person using our facilities should help maintain a safe environment for all. Our parish is private property and we have both the right and the obligation to control access.

Unauthorized persons should not be permitted entry into our facilities.

Any parish employee or parishioner is empowered by these policies to aid in keeping our parish safe. If they observe a trespasser on our property or a group participant, guest or visitor acting in a threatening, intimidating, or unsafe manner they have three options: (1) seek out a priest or other Pastoral Staff member for assistance, (2) ask the individual to leave the property, or (3) call the Libertyville Police Department by dialing 911. If the police are called, a priest or other Pastoral Staff member must be contacted immediately.

Specific Door Security Policies:

- The Church is unlocked from 6 am to 5 pm; all Sacristy doors are locked unless attended. The front door of the Parish Office is unlocked during stated office hours when the Front Office is occupied, but all other office entry doors are to remain closed and locked at all times.
- The School, including the Koenig Center, is a restricted facility during school hours. Entry is limited to the Park Place doors (Entrance "R") and sign-in is required for all guests, visitors, and vendors.
- The 200 Building lower level and the Formation Center are to be locked at all times.
- Do not leave any locked doors in any part of our facility unlocked or propped open without direct supervision, unless specifically authorized to do so by a Pastoral Staff member. Again, every person is responsible for our security.
- A representative of the group should obtain and promptly return door keys as outlined in the Office Access Guidelines which are available to all groups.

Children

Children must be under the direct supervision of an adult at all times. If babysitting is requested, the ministry lead must contact the staff lead for more information. This policy does not replace any Archdiocesan policies for the protection of children.

Alcohol

Moderate, responsible consumption of beer or wine by adults (age 21 and over) is permitted in our facilities with proper oversight by the group. Alcohol other than beer or wine is not permitted. No alcohol is to be stored in the school building or the Koenig Center. Any group that wishes to have beer or wine at a meeting or event must consult with the Director of Operations a minimum of three months before the event. Non-parish organizations must provide proof of their own insurance and liquor licenses.

Consumption of alcohol by minors is expressly prohibited. Consumption by adults in the presence of minors is discouraged because of the potential negative impact on children. Groups that permit consumption by adults in the presence of minors are expected to exercise care and take steps to address all issues regarding the protection of children.

No Smoking

Our parish property is a non-smoking facility and smoking is not permitted.