



## Room Use Options and Standards

St. Joseph's rooms for use and assemble offer a wide variety of use. Not all amenities could be put in the descriptions. Please use the Facilities Request form for some of the equipment and amenities availability. And as always if you have any questions or needs that are not on the sheets please ask.

### **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 seating for Mass at holidays. Normal mass setting is 250. Standard lecture sitting on carpet is 160.

The standard set up for the room is empty. The 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 general meeting room for use of 15 to 75 people. The room has 4 large tables that are 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.

### **Fr. Ivers Room** (Capacity up to 15)

The Fr. Ivers room formerly 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.

### **St. Joseph Room**

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 needs 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 courtyard area.

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

The Emmaus Room is used for general meetings. The room has a large conference table and can accommodate between 8-10 chairs

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

The Cana room is used for general meetings.

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

The Mary Room is reserved for pastoral spiritual direction and meeting by the clergy of the parish.

#### **Narthex**

The Narthex is a worship space and is considered part of the church. A maximum of 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 the guidelines for using the Narthex space:

- No money is to exchange within the Narthex.
- No activity is to occur during Mass times.
- Multi-media is available but is 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.
- No food or drinks allowed in the Narthex other than Java with Joe ministry.

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

The 200 lower level is for general meeting use. The room can accommodate 150 people by chairs and or tables. The room has 6 and 8" tables as well as card tables. The room also has a refrigerator for refreshment use during an event. Portable electronic media is available upon request.

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



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

**Room C** (Capacity up to 49)

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. Maximum capacity of the room is 49.

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

The Teen Space, formally 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. The space also has a small kitchenette with refrigerator and microwave.

**Tent 1 South** (Capacity varies)

Tent 1 South is located on the school playground parking lot and is available during non-school days and hours.

**Tent 1 North** (Capacity varies)

Tent 2 North is located on the school playground parking lot and is available during non-school days and hours.

**School**

The main use of the school building is the education of our students in the school and religious education programs. 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 an 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 complement of table sizes are available for use in the gym. Maximum capacity of the gym is 565 standing room only.

### **Gym Foyer** (Capacity up to 45)

The gym foyer is a space good for bake sales and greeting space for gym functions. If the gym is being used, the space will be limited for display only. Off of the gym foyer is the concession stand which can be used for food prep or beverages

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

The library can be used for general meetings with permission of the facility manager. The setting is stand library furniture with some meeting tables.

### **EDP Room** (Capacity varies)

Classroom 19 known as the EDP room is a small room located between the gym and the Koenig Center. The room is available for child care with supervision or for limited storage during an event. The room is used as the main space for the extended day program and for the young lunch program for the school on a daily basis.

### **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 students, which use the room, typically from 25-29 seats. No food or drinks are allowed in the classrooms.