



WELCOME!

***THANK YOU
FOR YOUR
SERVICE!***

THIS IS A REVIEW OF OUR SPACES AND PROCEDURES

- **HOW TO RESERVE SPACES**
- **HOW TO USE SPACES**
- **GENERAL INFORMATION & TIPS**

FILLING OUT A ROOM RESERVATION FORM

- Forms can be downloaded from the parish website or picked up in the parish office. (On the website go to Parish then General Info then Policies) They can also be emailed to you.
- A completed form is necessary in order to get your events on the calendar, *emails are not sufficient.*
- Reserve space as soon as you are able. (**First come, first serve)
- It is very important to complete ALL the lines; start and end times, and how much setup and cleanup time is needed. *Pay special attention to the shaded center section.*
- Room setup forms are available if you will need a special arrangement or extra equipment.

ST. LEONARD CALENDAR REQUEST / ROOM RESERVATION FORM			
PLEASE RETURN TO:	michelle.kreuser@stleonards.org	262-679-1773 ext. 10	
DATE SUBMITTED:	Click or tap here to enter text.		
COMMITTEE, ORGANIZATION, PROGRAM:	Click or tap here to enter text.		
FACILITY TO RESERVE:	Click or tap here to enter text.		
TIME EVENT ACTUALLY BEGINS	Click or tap here to enter text.	TIME EVENT ENDS:	Click or tap here to enter text.
MINUTES NEEDED FOR SETUP	Click or tap here to enter text.	MINUTES NEEDED FOR CLEANUP	Click or tap here to enter text.
DATE(S) OF EVENT	Click or tap here to enter text.		
NAME OF EVENT	Click or tap here to enter text.		
WILL SET UP BE REQUIRED BY THE MAINTENANCE STAFF?	<input type="checkbox"/> YES	<input type="checkbox"/> NO, but I will need the standard room setup.	
WILL AUDIOVISUAL BE USED?	<input type="checkbox"/> YES <small>(If yes, you need to contact Bryan Staedler at least one week in advance: bryan.staedler@stleonards.org)</small>	<input type="checkbox"/> NO	
WILL ALCOHOL (WINE, BEER, ETC.) BE SOLD, SERVED OR BROUGHT IN FOR YOUR EVENT?	<input type="checkbox"/> YES*	<input type="checkbox"/> NO	
<small>*If YES, a separate form (available in the Parish Office) must be filled out and attached to this reservation request.</small>			
Date(s) requested for bulletin (if any)	Click or tap here to enter text.		
Date(s) requested to promote at the fundraising table in the Gathering Space (if any)	Click or tap here to enter text.		
Person in Charge:	Click or tap here to enter text.		
Telephone Number:	Click or tap here to enter text.	Email:	Click or tap here to enter text.
Initials when entered on Parish Calendar (Office use)	Click or tap here to enter text.	Date:	Click or tap here to enter text.
<small>A copy of this form is to be kept in the parish office.</small>		<small>Revised 9/22/22</small>	

CALENDARING

- Emails are sent out in February/March to all committee heads as a reminder to complete and submit your calendar request forms.
- Scheduling priorities are listed in the “Policies & Priorities for Facility Usage” document which can be found on our parish website.
- It is to your advantage to turn in your Calendar Request forms as soon as you are able. Although there are a few exceptions to the rule, rooms are reserved on a first come - first serve basis.

Continued....

Calendaring Continued

- Only one approved fundraiser is scheduled, in addition to SCRIP, per weekend.
- New fundraisers must be submitted to, and approved by, the Finance Council by mid May before it can be added to the calendar (Please see Leadership Tips on how to request approval for a fundraiser).
- Approved events will appear on the Google Calendar on the parish website.
- Groups of rooms for an event will not appear on the Google Calendar individually, only as a group.
- No events should be scheduled in the Gathering Space during Mass.

RESERVE SPACE APPROPRIATE TO YOUR EVENT

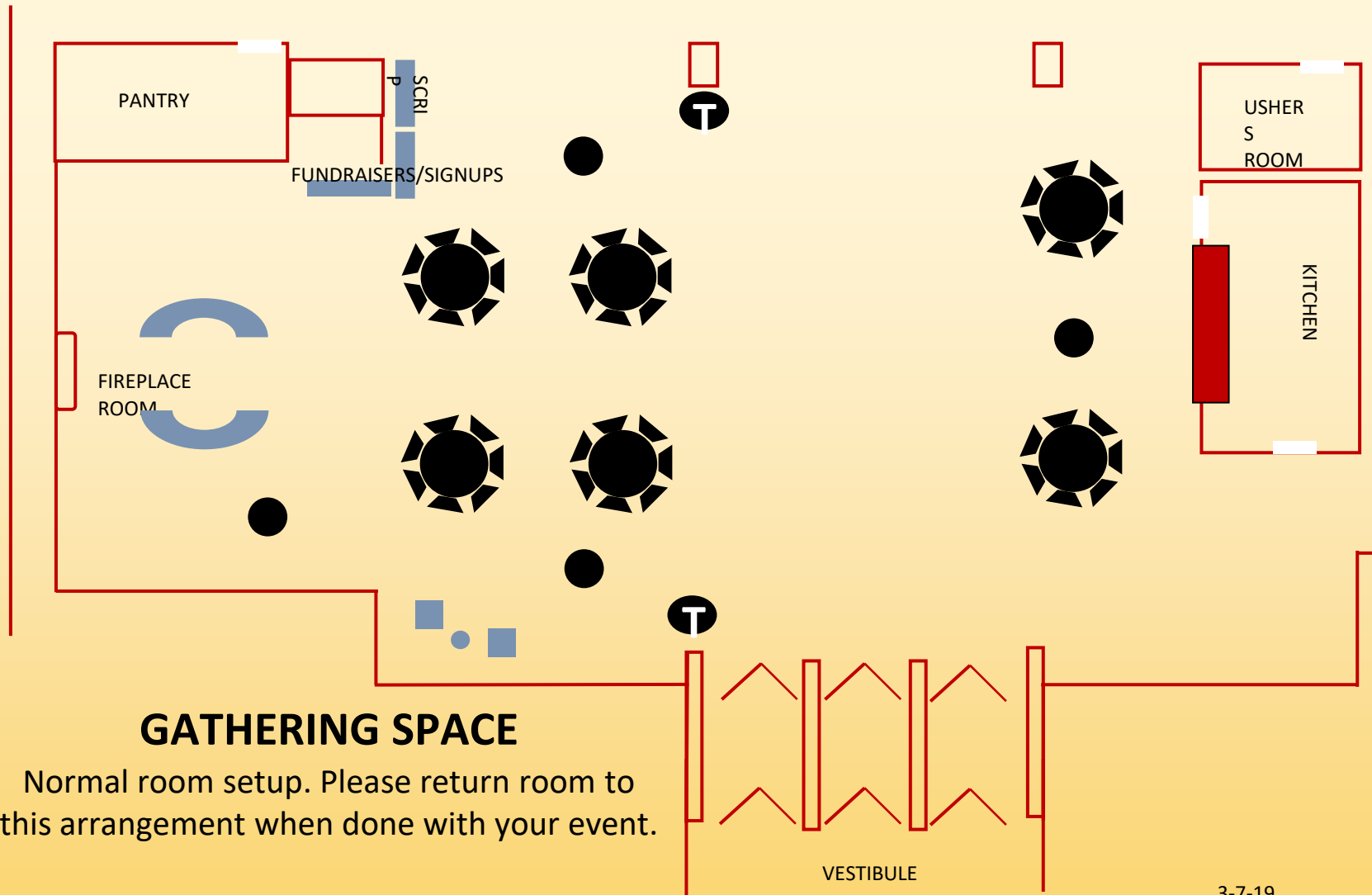
- If you have a small group, a smaller space is more appropriate so that a larger group has an option.
- If major setup and cleanup is required in a space and there is the option of using a room already set up for that type of event, it makes sense to schedule that room.
- Be aware that in the event of a funeral, it may be necessary to relocate your event to another suitable space if you are in the Church or Gathering Space.

Note: Room layout documents are available upon request.

Maintenance set up forms are also available should you need to request a special set up.

Please include this with your room request form at least *two weeks* prior to your event.

Meeting Room	>15 People	>20 people	>30 people	>60 People	>160 people
School					
Holy Family Area	x				
Margaret Mary Room			X		
All Saints N		X			
All Saints M		X			
All Saints S		X			
All Saints Room Group				X	
School Cafeteria					X
Youth Center					
Upper Room-North (Kies Hall)	X				
Upper Room-South (Cleppe Hall)		X			
Lower Room North		X			
Lower Room South	X				
Parish Center					
Board Room	X				
Sacramental Room	X				
Fireplace Area		X			
Gathering Space					X



EXAMPLE OF A ROOM SET UP FORM. THESE ARE AVAILABLE FOR EACH ROOM THAT IS AVAILABLE FOR RESERVATION.

FACILITY USE GUIDELINES

- The Gathering Space is intended to be an extension of, and transition to, the worship space, and primarily for hospitality and fellowship. Also for larger groups of faith formation or Christian Formation and liturgical events such as processions, funerals and visitation, etc.
- Any fundraisers or signups must have prior permission and be on the calendar. You may only use the established area near the fireplace room to conduct your business. People involved must remain behind their tables. *Let the sales come to you*, do not call out or approach people as they pass through.

KEY POINTS

- Nothing should be taking place in the Gathering Space during Mass.
- **Dispose of food or drink before entering Church.**
- All food and beverages brought in for events should be removed or discarded after the event.
- No rooms in the parish facilities can be rented out for private occasions.

THINGS YOU MUST KNOW & DO IF SELLING OR SERVING ALCOHOL BEVERAGES AT YOUR PARISH EVENT:

If serving alcohol beverages at your event is part of a fund raising activity, an adult from your group may be required to obtain a temporary liquor license from the City of Muskego.

That adult from the requesting group must oversee the event to make sure that people are not being overserved, and that people under 21 are not being served. Good, responsible judgement must be used selling and serving alcoholic beverages.

Rules on selling and/or serving alcoholic beverages apply throughout the entire St. Leonard facility, including the Parish Center, School Building, Youth Center and all grounds throughout the campus.

For events where there is a fee for the alcoholic beverages:

- A temporary liquor license is required. This could be a 'per serving' fee or a ticket fee, such as a \$50 dinner ticket that includes two drink tickets, etc. This temporary Class "B" license (fermented malt beverages) or "Class B" license (wine) is applied for through the City of Muskego's Clerk's Office. See the attached application forms – fill out and submit to City as needed. Keep in mind that once the application is received by the City, a background check on the applicant will first be done by Police Department, and then presented at the next Common Council monthly meeting. Those meetings are held on the 2nd and 4th Tuesdays each month. So, you must make your application well in advance of your event. A copy of the license and bartender information must be sent to the Parish Office as soon as issued.
- Under that license, someone must be named as a bartender. This does not need to be a staff member but rather an adult from the requesting group. This person is taking the responsibility that comes with severing alcohol beverages: not to over-serve any individual, and not to serve those under 21. An ID must be checked when necessary.

For events where there is no fee for the alcoholic beverages:

- A temporary liquor license is not required. However, someone from the requesting group must be "in charge" to ensure that no one is being overserved or that minors under the age 21 are not being served.

Questions? Contact the Parish Office at 262.679.1773

October 19, 2018

ALCOHOL ACKNOWLEDGEMENT

(Please check box that you agree)

I have obtained and read the St. Leonard alcohol policy and agree to its terms

IF A LICENSE IS NOT REQUIRED:

I understand that as the person in charge of my event, it is my responsibility that no one is over served or served under age 21

IF A LICENSE IS REQUIRED:

I understand that as the person in charge of my event, I am responsible for obtaining all necessary licenses from the City of Muskego

I will give a copy of the license and bartender information to the parish office before my event

Event _____

NAME (please print) _____

Signature _____

Date _____ Phone _____

Email _____

October 19, 2018

KEYS

- Arrangements for keys must be made through the parish office during office hours at least one business day in advance.
- Office hours are Monday-Thursday, 8:30am-4:00pm, Friday, 8:30am-12:00pm.
- Keys are the responsibility of the person checking them out and must be returned as soon as possible after the event (in our parish office drop box).
- If you no longer have need of a long-term key, return it to the parish office, do not pass it along.

PUBLICITY

- Articles for bulletins must be submitted by **noon on Friday** the week before you wish them to appear or sooner. Watch the bulletin about early deadlines due to the holidays.
- Articles can run for 2 consecutive weeks. In certain circumstances, longer.
 - It is your responsibility that information is correct.
- Do not attach posters to doors, windows or walls. Sign holders will be available.
- See LEADERSHIP TIPS (on our website) for other ways to publicize your event such as our parish Facebook and Instagram pages, our weekly emailed newsletter, Witness Talks, etc.
 - Kiosk located in the Gathering Space is available for printed flyers.

HOUSEKEEPING

- Your group/committee is responsible for restoring the facilities used to their standard setup configuration provided to you.
- Each room should have cleanup instructions and standard setup configurations posted near the doors.
- Only use approved cleaning materials provided! Do not bring solutions from home.
- There is a janitor closet in the hallway near the bathrooms in the Gathering Space with extra cleaning supplies.
- Locked trash receptacles are located behind the school. Please plan accordingly to check out a key if you might need access to these for your event.

Continues...

Housekeeping Continued

- Please notify the Parish Office if materials need replacing or something is damaged.
- If the partition wall in the Fireplace Room is needed, the maintenance staff will do this. To request this, a room setup form should be filled out at least one week in advance and returned to the parish office.
- Contact the Bryan in the parish office a week before your event if you are in need of AV equipment.

PERSONAL & BUILDING SECURITY & SAFETY

Keep yourself, visitors and your committee members safe!

- If your event will be collecting cash, see Karen in the Parish Office in advance about proper collecting and deposit procedures. **DO NOT TAKE MONEY HOME!** See “Leadership Tips” for details.
- Leave the building in groups of 2 or more.
- In the event of an emergency, please use the landline phone provided in your meeting space to call 911. This phone will be able to provide our address to the local emergency providers.
- Fire extinguishers are located in the kitchens and throughout our campus.
- If a fire alarm is activated the system automatically calls the fire station and a truck will be sent.

Safety Continued

- AED equipment is located in the Holy Family Lobby(gym), next to the Food Pantry in the Gathering Space and near the Chapel.
- If needed, winter salt and shovels are located near the entries.
- We do not have 24/7 maintenance. If your event ends after 7 pm, turn off lights and lock all doors in rooms you used, and secure exterior doors.
- Only staff members should be operating the fireplace.

QUESTIONS?

thank
you!