

Facility Reservation & Usage



Calendaring

- Emails are sent 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 on our parish website.
- Although there are a few exceptions to the rule, rooms are reserved on a first come, first served basis.
- Only one approved fundraiser is scheduled, in addition to SCRIP, per weekend. This means use of the Promotion Tables.
- 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 “Fundraising Policies and Norms”).

Calendar (continued)

- 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. If you are unsure of the rooms in the group, contact the Parish Office.
- No events may be scheduled in the Gathering Space during Mass. The gym is not open during Holy Day Masses.
- It is your responsibility to check the calendar to verify the correct information has been scheduled.
- Notify the Parish Office of any changes or cancellations.

Complete a Calendar Request

- Parish website under policies > parish policies & forms.
- Required to get your events on the calendar
- Reserve space as soon as you are able (first come, first served, following priority order).
- All questions are required
 - Except automatic GYM or SCHOOL doors
- Send to calendarrequests@stleonards.org
- Allow 72 hours for processing
- You will receive a confirmation email when your request is complete.
- Check stleonards.org/calendar to make sure it appears correctly.

Select Appropriate Space

- If you have a small group, a smaller space is more appropriate. This frees larger spaces for larger groups.
- Please be specific when scheduling your space
 - Gathering Space – do you mean the main area, the fireplace room, the kitchen or all of these areas?
 - All Saints – There are 3 sections, do you want N, S, M or all?
- Try to use spaces that are already mapped out for the type of event you are planning.
- In the event of a funeral, it *might* be necessary to relocate your event if you are in the Church or Gathering Space.

MEETING SPACE	Up to 15	Up to 20	Up to 30	Up to 60	Up to 160
School					
Holy Family Lobby	X				
Margaret Mary Room			X		
All Saints N		X			
All Saints M		X			
All Saints S		X			
All Saints Group				X	
Cafeteria					X
Youth Center					
Upper Room North (Kies Hall)	X				
Upper Room South (Cleppe Hall)		X			
Lower Room North					
Lower Room South	X				
Parish Center					
Board Room	X				
Sacrament Room	X				
Fireplace Room		X			
Gathering Space					X

Gathering Space

- The Gathering Space is intended to be an extension of, and transition to, the worship space, and primarily for hospitality and fellowship and also for larger groups of faith formation or Christian Formation and liturgical events such as processions, funerals and visitation, etc.
- Nothing may take place in the Gathering Space during Mass.
- Dispose of food or drink before entering Church.
- When requesting, specify if you also need the Kitchen, Fireplace Room, Board Room and/or Sacrament Room

Promotional Table

- Reserve with a calendar request.
- Those hosting Hospitality Sunday have first rights to the promotional table for that weekend.
- People involved must remain behind their tables. Let the people come to you, do not call out or approach people as they pass through.
- Only one approved promotion/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 (See “Fundraising Policies and Norms”).

Supplemental Facility Reservation Documents and Steps

- If your event will include the participation of minors, consult with Lisa Jachimiec regarding Safe Environment procedures.
- Submit a room set-up request one-two weeks prior to your event.
 - Indicate if you will need partition walls opened or closed (Fireplace Room, All Saints Room). Never move these yourself.
- Alcohol Acknowledgement form must be completed no more than one-two weeks before your event.
 - If you are selling alcohol, you will need a temporary liquor license from the City of Muskego
- Check out keys in the Parish Office one-two days prior to your event
- If you plan to use the kitchen/paper supplies, contact the Parish Office.

Promotional Opportunities

- Bulletin deadlines are on our website under policies > promotional policies
 - Information is due usually- but not always- ten days prior. Check the website to verify, especially around holidays.
 - Send information to stlmedia@stleonards.org
- Other opportunities include but aren't limited to email newsletter, display signs, website, etc.
- Kiosk (for flyers): Contact the Parish Office
- Witness Talks/Videos at Mass: Contact the Parish Office

Security & Safety

- AED equipment is located in the Holy Family Lobby(gym), next to the Food Pantry in the Gathering Space and near the Chapel.
- Winter salt and shovels are located near the entries.
- If your event ends after 7 p.m., turn off lights, lock all doors in rooms you used, and secure exterior doors.
- 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!**
- Leave the building in groups of two or more.
- In the event of an emergency, use the landline phone provided in your meeting space to call 911. This phone will provide our address to first responders.
- 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.

Housekeeping

- Return room to standard set-up (map posted in room)
- Tidy up as appropriate. Use approved cleaning materials provided. Do not bring solutions from home.
- You must take out your trash. Locked trash receptacles are located behind the school. Plan accordingly to check out a key if you will need to dispose trash.
- Notify the Parish Office of damage or major spills/stains.
- Only staff members may operate the fireplace.
- Return keys as soon as possible. Never pass them along.

Contacts

- Calendar Requests: calendarrequests@stleonards.org
- Bulletin, website, other promotional opportunities: stlmedia@stleonards.org
- Fundraisers: karen.tenfel@stleonards.org
- Kiosk, use of kitchen & paper supplies: 262-679-1773
- Witness talks/videos at Mass: 262-679-1773

Parish Office

262-679-1773

Monday-Thursday, 8:30 a.m.-4 p.m., Friday 8:30 a.m.-12 p.m.

FAQs

Reserving space

Fill out a calendar request form. The most current form is dated 4-10-25. The form is on our website under policies > parish policies and forms. There are also hard copies in the Parish Office. Email the request to: calendarrequests@stleonards.org or drop off the hard copy request in the Parish Office. Do not email directly to administrative staff.

How long in advance to reserve space

Submit your request as soon as possible to try to be able to have your date choices approved. In the case of multiple requests for the same space and date, all liturgical related events are the highest priority.

Request special room set-up

All rooms have a standard set up, and copies are available in the Parish Office for your reference. Use one of these maps to indicate how you would like the room set up and submit it to the Parish Office one-two weeks in advance.

Have information placed in the bulletin

Email stlmedia@stleonards.org. Deadlines are on our website under policies > promotional policies.

FAQs Continued

Changing details of events (date, time, space)

If you need to make a change to a scheduled event (the date, the time, or the space), you can submit a new request noting the changes, or you can send an email detailing the changes requested to: calendarrequests@stleonards.org. To ensure clear communication, we request the changes be made in writing. Please note that if changes are requested at the last minute, there is the possibility of potential conflicts.

Cancelling events

If you need to cancel a scheduled event, we request this communication be in written form. Email calendarrequests@stleonards.org. Please don't forget to let the Parish office know when something is cancelled so we can remove it from the parish calendar.

Have school or gym doors scheduled to open and close?

The gym and school doors can be programmed for opening and closing. On the request form, there is a place to indicate what times you would like these scheduled.

Check out/return keys

Visit the Parish Office one-two days in advance to check out keys. Keys can be returned to the Parish Office or placed in the locked black mailbox outside the Office door when your event is over.

Have alcohol at my function?

St. Leonard has an alcohol policy. You will read and sign a form that acknowledges you agree to these terms. This can be done no sooner than one-two weeks prior to your event. The person signing the form must be present at the event. If selling of alcohol is involved, a temporary license is required from the City of Muskego, and must be submitted to the Parish Office in advance along with bartender information.