



## **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.

### **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 food or drinks allowed in the Narthex other than Java with Joe ministry.

### **200 Building Lower Level**

New conference rooms coming late 2026.

Room A (Capacity 30-50)

Room B (Capacity 30-50)

Room E (Capacity 8-10)



### **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 40-60)

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 a TV for projection. The room also has a podium and a table for refreshments.

#### **Room D** (Capacity up to 30) *Closest to rear parking lot*

Room D in the Formation Center is a general meeting room. Standard set-up are 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 30 sitting at tables. The room has a white board and a TV for projection.

### **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.

#### **216 Park Place Room K** (Capacity up to 6)

Room K is located in the **rear portion of the residential home**. Please use the **rear entrance** to access the room. The room is furnished with a kitchen table and seating for up to six people.

#### **216 Park Place Room L** (Capacity up to 8)

Room L is located in the front portion of the residential home. Please use the front entrance to access the room. The room is furnished with a conference table and seating for up to eight people.

### **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

**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.

*as of 9-24-2026*