

General Guidelines for all Campus Facilities

This is your Spiritual Home

Only adults, over 18, can check out keys.

Only meetings/events on the calendar will be allowed to check out keys.

Room changes or cancellations must go through Pat Aschom 847/885-7700 ext 104

There must be adult supervision at all meetings/events.

Tables and chairs for overflow crowds are allowed in the lobby or halls for use at special parish functions only. All persons should remain in the scheduled meeting rooms. Noise should always be kept at a minimum.

Many doors on the Campus must remain locked – if a door is unlocked (that is allowed to be unlocked) it must be locked before you leave. **No exterior doors on campus should ever be propped open.**

Meetings during the week must end by 9:30 pm to accommodate the cleaning service, and weekend meetings must end by 11:30.

Return Keys to Front Office – if Office is closed place the keys through the slot, toss away from opening.

WiFi is available in the Ministry Center and Church

Passwords PMC-Guest

Password Hubert

Password – Dorothy Day Room – DorothyDay

Password – PMC Club Room – StFrancis

Or CBCI-1360-2.4 Password enter9672always

 CBCI-1360-2.5 Password enter9672always

School/Church- Guest Password GoHubertGo!

There are (2) LCD projectors are available. Check out through Lynn Howard 847/885-7703.

There is one large screen with a remote that can be hung in the church hall in the lower level of the church. Please contact Ron Staffa

Paper products are available. Please use wisely. If products are brought in and enough are left, you may donate them. Replace items in storage rooms neatly.

Decorations from your event must go home with your ministry. We don't have storage for every event for celebration on campus.

Nothing should be taped or tacked to walls or wood surfaces. Painters tape is acceptable.

If you decorate, un-decorate carefully and completely.

Keep tables and chairs away from walls to avoid damaging the drywall.

Chairs in Church Lower level should be moved using chair dolly. DO NOT drag across the floor.

Tables, Chairs, Counter Tops, and Floors – All should be free of debris / mop up spills. Wipe off counter tops. If you have a large event, make sure that your volunteers return the next day to make sure that things are clean and put away.

If you move tables and chairs be sure to re-set the room to the way it was found.

Exception: Check calendar, you may be able to coordinate with the Ministry that is meeting before or after your' event to share the "set-up".

If it is a late event and the room is unused the next day, arrangements may be made to re-set the room the next morning. Contact Teresa McCutchan or Pat Aschom (in advance) for permission.

If something breaks or is damaged inform the Business Office ASAP
847/885-4925 or tmccutchan@sainthubert.org

Do NOT leave food in the refrigerators. The only exception is if you are having an event within a week it can be left BUT a sign MUST be put on the items with a date and name of group.

Please take home open Juice bottles and/or 2 liters bottle pop.

ALL garbage must be disposed of properly, in the dumpsters on the South Side of Campus.

Garbage Dumpster – East (facing dumpster Left side)

Recycle Dumpster – West (facing dumpster Right side)

TURN OFF lights. This includes Washroom Lights.

Narthex Items:

Flyers or posters may be put on the Kiosks. Contact Lynn Howard 847/885-7703 for arrangements to drop off item. She will place on kiosk.

The Narthex is a space that must be requested and put on the calendar. Because it is a liturgical space and needs to go through the Liturgy office (Fr Mike), more time is needed for approval.