



# Illinois Family Violence Coordinating Councils

## Visitation & Exchange Advisory Committee

### Visitation & Exchange Location

Following are the minimum requirements for the location of a visitation & exchange center. It is important to include the local Family Court in your discussions from the beginning. These sites are usually set up to assist the courts in facilitating safe exchange of children through court orders.

Sites should have

- Security
  - 2 separate parking lots well lighted
  - 2 separate doors – one for each parent
  - 2 separate waiting areas both visually and physically separated
  - On-site security
  - Check in/check out
  
- Communication
  - Cell phones or walkie talkies, phone
  - Access to copy and fax machine
  - Space for client records

If using borrowed space rather than a permanent office the records need to be accessible either on site or through a computer data base. This would also require liability insurance if not covered in an agency policy.

### Location

Locations that might be considered if it is not possible to have a separate free standing center are:

- hospital
- police station
- church
- school
- community college
- health department
- county building

Some of these facilities are open 24 hours and have some security on site. The organization might consider this a community service that fits with their community focus. Consideration should be given to transportation needs of the parents and if public transportation is an issue this should be considered in the choice of location.