

# St. Maximilian Kolbe Catholic Church

5720 Hamilton-Mason Rd. Liberty Township, OH 45011 | [saint-max.org](http://saint-max.org)  
Tel 513-777-4322 | Fax 513-777-7264



## Frequently Asked Questions

Revised June 2023

### 1. How do I get keys?

We have automatic doors to the entrance of the church, gym and breezeway so you will not need keys. If your event or meeting is appropriately scheduled with our facilities scheduler, the automatic doors will be open for your ministry meeting or event.

### 2. Am I allowed to use the copier for ministry related purposes?

Yes, please contact the parish office administrative assistants to make arrangements for a date and time convenient for both parties, and please plan ahead so as to avoid last minute requests.

### 3. How do I get office supplies?

Please contact your pastoral team member or the administrative assistants in the parish office who will be happy to check our stock of supplies. More often than not, you will find your needs readily available in the parish office.

### 4. What about paper products for our ministry or event?

The storage closet located near the kitchen in the hallway by the gym is stocked with paper products for your ministry's use. Events involving more than 100 people, please contact the facilities manager.

### 5. How do I purchase items for my ministry?

It is preferable that all purchases be made through the parish office. Please contact your pastoral team member with any and all requests. If you purchase items for your ministry without first checking with the staff, do not assume you will be reimbursed.

### 6. What are the rules for the kitchen?

The first rule for use of the kitchen is that it is imperative you meet with a member of the facilities team prior to your event. All directives will be given to you at this time. Even if you host this event annually, our kitchen has new equipment and safety procedures of which you need to be made aware. Contact [facilitiesteam@saint-max.org](mailto:facilitiesteam@saint-max.org) to arrange.

### 7. Is there an age requirement to help in the kitchen?

No one under the age of 18 should be allowed to work in the kitchen.



---

*"Never be afraid of loving Mary too much. You can never love her more than Jesus did."*

- St. Maximilian Kolbe