



Reservation Policy for Saint Maximilian Kolbe Parish

Thank you for your interest in reserving facilities at St. Maximilian Kolbe parish. **Please carefully read this entire document.** Call the parish office at 513-777-4322 if you have any questions.

1. Rental of the facilities are for St. Max ministries or registered parishioners of St. Max Parish **only**.
2. No reservation will take priority over liturgical needs or on-going parish functions.
3. In order to schedule an event, you must complete a “Reservation Request Form” located at www.saint-max.org/SchedulingForms.
4. In accordance with the tax laws of Ohio, and at the direction of the Archdiocese of Cincinnati, the majority of our building usage must be church related.
5. No event may be scheduled more than 6 months in advance, excluding weddings.
6. All functions must be scheduled at least 30 days in advance.
7. Weddings are scheduled by conference with the Pastor. No wedding receptions are permitted to be held at St. Max facility unless the sacrament of marriage is a valid Catholic marriage.
8. No political fund-raising or rally may be held.
9. No fundraisers of any type will be held without the prior consent of the Pastor. This includes but is not limited to fundraising of a charitable nature to benefit any schools, ministry, organizations or individuals.
10. The facility may not be used in the operation or facilitation of a “for profit” business.
11. After the Reservation Request Form (located at www.saint-max.org/SchedulingForms) has been approved, the following documents are to be completed 14 days before the event:
 - a. Reimbursement fees paid in full (these fees cover the cost of lighting, heating, a/c, supplies)
 - b. Complete a Policy & Usage Agreement
 - c. Hold Harmless/Indemnity Agreement
 - d. All event users must provide a certificate of insurance (This is an Archdiocesan policy) naming the Archbishop, Archdiocese, and the parish as “additional insured”. Minimum general liability coverage is \$1,000,000.00 (million) dollars.
<http://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>
12. There will be NO reservations accepted for Holidays, Holy Days (Solemnity of Mary-January 1, Assumption of Mary-August 15, All Saints Day-November 1, Immaculate Conception-December 8, Christmas Day-December 25) or for private parties during or after communal sacramental celebrations.
13. The Pastor has the final authority on who may use the facility.

Name	Description	Amenities	Reimbursement Fee	Fire Code Occupancy
Gymnasium	The Gym is the largest room available in the Complex; a separate kitchen adjoins it.	<ul style="list-style-type: none"> • Projection Screen • 680 chairs • 50 8 foot tables • 22 round tables • Sound system 	\$250	680 – chairs only 320 – seated w/ 8' tables & chairs
Kitchen	The kitchen adjoins the Gymnasium.	<ul style="list-style-type: none"> • Double oven • 6 burner stove top w/griddle • 6 pot coffee maker • Refrigerator/freezer • Adjoins gym 	\$100	
Gym/Kitchen	See above	See above	\$300	See above
Large Conference Room	The Conference room is our second largest meeting space, located in the main body of the church	<ul style="list-style-type: none"> • Projection Screen • 10- 6 foot buffet tables • 6- 8 foot round tables • 80 chairs • Counter w/sink 	\$150	80 – chairs only 50 – seated w/ tables & chairs.
Youth Room	Small room bordering the back parking lot	<ul style="list-style-type: none"> • TV/DVD/Roku • Counter w/ sink 	\$50	40 -chairs only 28 -seating w/ tables & chairs
Hospitality Room	The Hospitality room is NOT available for rental. It is available for weddings.	<ul style="list-style-type: none"> • Fully furnished • Kitchenette • Separate Restroom 		8 -seated
Church	The church is available for weddings by appt. only			1450 – seated.

The parish also provides access to two (each) Male and Female handicapped accessible restrooms in the Father Porter Complex, and 1 (one) Male and Female multi-stall, handicapped accessible restroom in the Main Church building (when reserving the Conference Room).

The reimbursement fees are to cover the cost of lighting, heat or a/c, cleanup and supplies.