



Saint Maximilian Kolbe  
Catholic Church

## **Reservation Policy**

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

- ❖ Scheduling is done from July 1st to June 30. Priority will be given to St. Max staff and ministry first, followed by *registered* parishioners of St. Maximilian Kolbe.
  - Ministries are defined as Parish Organizations that operate under the direct control of the Pastor, are not in any way separately incorporated, are listed in the parish directory as parish organizations, and make an annual financial report to the pastor.
  - Our facilities are not available to outside organizations, unless by approval.
- ❖ No reservation will take priority over on-going parish functions; however, liturgical needs **will** take priority over any scheduled event.
- ❖ The Pastor has the final authority on who may use the facility.
- ❖ 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.
- ❖ In order to schedule an event, you must:
  - Check with the Parish Facility Scheduler to determine if the date and time desired for the use of the facility are available. (**Remember to include set-up and clean-up time.**)
  - Reimbursement fees paid in full (refer to the attached schedule)
  - Complete a Policy & Usage Agreement
  - Hold Harmless/Indemnity Agreement
  - To hold your reservation, all items are due within **7 days** - otherwise the date will be released.
  - All event users must provide a certificate of insurance naming the Archbishop, Archdiocese, and the parish as “additional insured”. Minimum general liability coverage is \$1,000,000.00 (million) dollars. (This is an Archdiocesan policy).
- ❖ All functions must be scheduled at least 30 days in advance.
- ❖ No event may be scheduled more than 6 months in advance (excluding weddings).
- ❖ Weddings are scheduled by conference with the Pastor. No wedding receptions are permitted unless the sacrament of marriage is a valid Catholic marriage.
- ❖ No political fund-raising or rally may be held.
- ❖ 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.
- ❖ The facility may not be used in the operation or facilitation of a “for profit” business.
- ❖ There will be NO reservations accepted for Holidays, Holy Days or for private parties during or after communal sacramental celebrations. Holidays include (but are not limited to):
  - **Holidays:** New Years Day, Palm Sunday through Easter Sunday, Labor Day Weekend, Thanksgiving weekend (Thursday to Saturday), Christmas Eve, Christmas Day
  - **Holy Days:** Solemnity of Mary (January 1<sup>st</sup>), Assumption of Mary (August 14<sup>th</sup>), All Saints Day (November 1<sup>st</sup>), Immaculate Conception (December 8<sup>th</sup>)
  - **Parish Sacramental Celebrations:** Ash Wednesday, Confirmation, Reconciliation, First Communion
  - **Festival Weekend**

<b>Name</b>	<b>Description</b>	<b>Amenities</b>	<b>Reimbursement Fee</b>	<b>Fire Code Occupancy</b>
Complex	The Father Porter complex includes the Gym, Kitchen, and Classrooms (18).	See Below	\$400.00	See Below
Gymnasium	The Gym is the largest room available in the Complex; a separate kitchen adjoins it.	<ul style="list-style-type: none"> <li>• Projection Screen</li> <li>• 680 chairs</li> <li>• 50 8 foot tables</li> <li>• Sound system</li> </ul>	\$250	<b>680</b> - with just chairs <b>320</b> - with tables & chairs
Kitchen	The kitchen adjoins the Gymnasium.	<ul style="list-style-type: none"> <li>• Double oven</li> <li>• 6 burner stove top w/griddle</li> <li>• 6 pot coffee maker</li> <li>• Refrigerator/freezer</li> </ul>	\$100	
Gym/Kitchen	See above	See above	\$300	See above
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"> <li>• Projection Screen</li> <li>• 10- 6 foot buffet tables</li> <li>• 6- 8 foot round tables</li> <li>• 80 chairs</li> <li>• Counter w/sink</li> </ul>	\$100	<b>80</b> – seated with chairs <b>50</b> – seated with tables & chairs.
Youth Room	The youth room is the largest single classroom in the Complex.	<ul style="list-style-type: none"> <li>• Counter w/sink</li> <li>• Access to back parking lot</li> <li>• 4 tables</li> <li>• 40 chairs</li> </ul>	\$50	<b>40</b> – seated with chairs <b>28</b> – seated with tables & chairs.
Classrooms	There are 17 classrooms of varying size. 4 classrooms have moveable partitions that open into double size.	<ul style="list-style-type: none"> <li>• 2 tables</li> <li>• 15 chairs</li> <li>• Double classrooms multiply by 2.</li> </ul>	Call for Information	AVERAGE <b>15</b> – seated with chairs <b>10</b> – seated with tables & chairs.
Hospitality Room	The Hospitality room is NOT generally available for rental. It is available for weddings.	<ul style="list-style-type: none"> <li>• Fully furnished, expertly decorated.</li> <li>• Kitchen (sink, refrigerator)</li> <li>• Separate Restroom</li> </ul>		
Church	The church is available for weddings by appt. only			<b>1450</b> – seated.
Chapel	The chapel is open for contemplative prayer.			<b>75</b> – seated.

- ❖ The Gym and Kitchen are scheduled SEPARATELY. If both the gym and kitchen are needed for an event they must be requested together.
- ❖ 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.