

# St. Maximilian Kolbe Catholic Church

5720 Hamilton-Mason Rd. Liberty Township, OH 45011 | saint-max.org

Tel 513-777-4322 | Fax 513-777-7264



## POLICIES FOR ALL CAMPUS BUILDINGS

Revised March 2023

1. **Concealed weapons, distribution of political materials, placing flyers on cars in the parking lot, and smoking are prohibited.**
2. **All religious materials or pamphlets** for sale or distribution must be reviewed and approved in advance by the pastor or a member of the pastoral team.
3. **Archdiocesan child protection policy, SafeParish**, is in effect at all times. There must be at least two adults present at all times when children are meeting or practicing. These adults must be SafeParish trained and approved before an event is scheduled. EVERY child must be supervised, remain in designated areas, and not allowed to run freely throughout the complex.
4. **Ample parking**, including handicapped accessible spots, is available. Please obey the posted speed limit and one way directional signs and arrows. Cars parked illegally in fire lanes may be ticketed and/or towed at the owner's expense.
5. **Alcoholic beverages** are not permitted on our campus without prior authorization from the pastor or a pastoral associate. If user charges for alcohol, whether separately or as part of the price of admission, user **MUST** obtain a liquor license from the state of Ohio. User is responsible for controlling the amount of alcohol served to any one person, preventing minors from being served, and ensuring all alcoholic beverages are consumed inside the building. Remove all alcoholic beverages from facility when you leave. A copy of the temporary State of Ohio Liquor License must be provided to the pastoral associate overseeing the event prior to the event.
6. **Damage** or loss occurring to the building, its contents or grounds shall be the responsibility of the user. The parish reserves the right to request reimbursement for damage incurred. Any damage should be reported to the facility manager or the business manager.
7. **Tables & chairs** are located in the classrooms, St. Patrick's Conference Room storage closet, and the in the storage area in the northwest corner of the gymnasium. Tables and chairs should be carried, not dragged, across the floors. Absolutely no tables or chairs are to be removed from the classrooms.
8. **Supplies** provided by St. Max include basic cleaning products, garbage bags, and paper products for St. Max ministries. Members of your ministry or organization must be present to receive deliveries. Deliveries will **NOT** be accepted by the parish staff. Anything brought in for an event should be removed immediately after the event.
9. **Set-up and decorations** of the facility are the responsibility of the user. No set-up is allowed the day before an event without prior approval of the facility or business manager. Candles must be enclosed in glass containers. **Rice, bird seed, confetti, glitter and sand are prohibited.** Masking tape may only be used for temporary decorations on brick walls and windows. Nothing is to be taped or adhered to the doors, windows, floors and/or walls without the expressed permission of the facilities staff. Mounting putty is recommended.



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

- St. Maximilian Kolbe

- 10 **Fire alarms** are protected with a clear plastic covering. Removing this cover will set off an audible alarm. This alarm does **not** connect to the fire department. If the cover has been removed and there is no emergency, just put the cover back in place and the alarm will subside. **A pull of the actual fire alarm (the fire alarm lever is in the pulled down position) results in audible sounds and visible flashing lights.** Once this happens, the fire department is automatically dispatched, even if it is a false alarm. Evacuate the building and meet the fire department personnel upon their arrival in the parking lot.
- 11 **Evacuation plans** are located in every room above the light switch in the event of an emergency.
- 12 **Closing:** All evening events should conclude by **10:30 PM** and the building vacated by **10:45 PM**. The user should check all areas of the building for concealed persons, turn out all lights, and close all doors.
- 13 **Alarms:** All meetings and events are scheduled with an assigned time and location. The alarm is set to this master schedule and if ministries or organizations do not honor the times/locations, it is likely the police will automatically be dispatched. A \$150 fee per dispatch may be incurred by the parish for false alarms, which would be passed on to the appropriate ministry or organization.
- 14 **Property** belonging to St. Max or any St. Max ministry may not be removed from campus.
- 15 **Emergency contacts:** In the event of an emergency please contact the facility manager (513) 532-2870 or the business manager (513) 315-5113.

## **GYMNASIUM & KITCHEN**

1. It is the responsibility of the user(s) in charge of setup, cleanup, and all physical needs to meet with the facility manager [facilitiesteam@saint-max.org](mailto:facilitiesteam@saint-max.org) at least 2 weeks prior to an event.
2. **Bleachers** may not be removed from the gym without prior consent of the facility manager.
3. **Cleanup:** User is responsible for removal of decorations, food and garbage. The dumpster is located next to the garage. Place new liners in each trash can. Mops and brooms are located in the maintenance closets. Dry mop all floors and wet mop spills. Don't forget to wipe down counters, remove trash, and flush toilets in the restrooms.

## **GATHERING SPACE**

1. All areas of the gathering space are for official parish usage only. The monitoring of these areas is the responsibility of the pastoral team. If you would like to display your ministry's materials please contact the appropriate pastoral associate. Unapproved materials will be discarded without notice.
2. Our gathering space is not available to "outside" organizations without prior approval of, and at the discretion of, the pastor or pastoral team.
3. Absolutely no distribution of materials or selling before Masses.