

# 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



## SCHEDULING REQUEST FORM

Revised March 2023

Today's date: \_\_\_\_\_ Ministry or organization: \_\_\_\_\_

Category: \_\_\_meeting \_\_\_event

Event or promotion (bake sale, raffle, potluck, dance, etc.): \_\_\_\_\_

Will there be a fee to attend or will money be collected or exchange hands: \_\_\_yes \_\_\_no

If yes, which charity or organization will receive the funds: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Frequency (monthly, weekly, etc.) \_\_\_\_\_

Start time: \_\_\_\_\_ (am) (pm) End time: \_\_\_\_\_ (am) (pm)

Extra time to setup: \_\_\_\_\_ (minutes) Extra time to cleanup: \_\_\_\_\_ (minutes)

Area(s) requested: \_\_\_gym \_\_\_kitchen \_\_\_classroom \_\_\_gathering space

Other (be specific) \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_ Will alcoholic beverages be served? \_\_\_yes \_\_\_no

Resources requested: \_\_\_microphone \_\_\_TV \_\_\_projector \_\_\_oven  
\_\_\_collection bin \_\_\_Square \_\_\_other (specify) \_\_\_\_\_

Proposed promotions (bulletin, social media, website, etc.) \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Notes:

1. Refer to [www.saint-max.org/ministryleadership](http://www.saint-max.org/ministryleadership) for scheduling and usage policies before submitting this form.
2. Your request(s) is not finalized until you receive a confirmation email.
3. If you will be using the gym and/or kitchen, you MUST meet with a facilities team member 2 weeks prior to your event. Contact [facilities@st-max.org](mailto:facilities@st-max.org) or 513.532.2870
4. Questions? Contact [facilities@st-max.org](mailto:facilities@st-max.org) or 513-777-4322x106

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

- St. Maximilian Kolbe