



Private Event Reservation Request Form

St. Maximilian Kolbe Parish

5720 Hamilton-Mason Road, Liberty Twp, OH 45044, 513-777-4322

Request For Date of: _____

Type of Event: _____ Number of People Attending: _____

Person Responsible for Rental: _____

Address: _____ Phone: _____

Email: _____

☐ Large Conference Room(seats 20 with tables & chairs) ☐ Gym(seats 80 with tables & chairs) ☐ Kitchen

After the Reservation Request Form has been approved, you will be contacted by the Facility Scheduler for further documentation. The following documents are to be completed 14 days before the event:

- Reimbursement fees paid in full (these fees cover the cost of lighting, heating, a/c, supplies)
- Complete a Policy & Usage Agreement
- Liability Insurance Certificate- It is Archdiocesan policy that all private events have liability insurance when using the space. There are two choices:
 1. Get a rider on your Home Owner's Insurance for at least \$1,000,000 in coverage naming St. Maximilian Kolbe Church as an additional insured.
 2. Purchase the "Special Events" Insurance through the Archdiocese for \$125. To obtain a policy please go to <http://www.kandkinsurance.com/sites/Tulip/Pages/DioceseEligibility.aspx>

I have read, understood the St. Maximilian Kolbe Parish Private Event Reservation Request Form, and agree with all rules/regulations.

Signature of Person Responsible for Rental _____

Date Signed _____