

St. Maximilian Kolbe Catholic Church

5720 Hamilton-Mason Rd. Liberty Township, OH 45011 | saint-max.org
Tel 513-777-4322 | Fax 513-777-7264



SCHEDULING REQUEST FORM

Revised October 2023

Today's date: _____ Ministry or organization: _____

Category: ___ meeting ___ event ___ fundraiser

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/forms 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 FacilitiesTeam@saint-max.org or 513-532-2870
4. Questions? Contact FacilitiesScheduler@saint-max.org or 513-777-4322



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