

**ST. STEPHEN'S EPISCOPAL CHURCH**

5500 N. Adams Rd. Troy, MI 48098  
(248) 641-8080 [www.ststephenstroy.org](http://www.ststephenstroy.org)

**REQUEST TO USE BUILDING APPLICATION & USAGE AGREEMENT**  
**For Non-Church-Sponsored Events**

Date & Time of Function: \_\_\_\_\_  
Date or Recurring Dates \_\_\_\_\_ Hours of use (Each Date) \_\_\_\_\_

Contact Information: \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Group? \_\_\_\_\_ Contact's Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Description of Function: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Setup/Teardown Time: \_\_\_\_\_ Room(s) Requested: \_\_\_\_\_  
Setup by \_\_\_\_\_ Teardown after \_\_\_\_\_

**Rooms, Capacities and Estimated Charges (total to be determined after application is received):**

- \_\_\_ Parish Hall (up to 50 / up to 150) Note: max. table seating is 100 ..... \$ 100 / 150
- \_\_\_ Kitchen use (fridge, prep / use of oven) ..... \$ 25 / 50
- \_\_\_ Bishop Emrich Lounge (up to 12) ..... \$ 50
- \_\_\_ Multi-Purpose Room (up to 30, no food)..... \$ 50
- \_\_\_ Sanctuary (up to 250 persons; no food or beverages permitted) ..... \$ 150
- \_\_\_ Use of Nursery (User must provide adult supervision) ..... \$ 25
- \_\_\_ Classrooms- # of Rooms: \_\_\_ @ \$25 each .....
- \_\_\_ Use of outside grounds for \_\_\_\_\_ (please describe) ... \$ 25-50
- \_\_\_ **\$25 Deposit** due with Application to hold your reservation. Non-Refundable unless we have to  
cancel your reservation, due to a schedule conflict on our end ..... \$ -25
- \_\_\_ **KEY DEPOSIT if needed** (payable when you get key; refunded when returned) ..... \$ 20

**Balance, Due One Week Before Event**..... \$ \_\_\_\_\_  
(Checks payable to "St. Stephen's Episcopal Church," with memo notation "Rental")

**Equipment desired:**

# of chairs \_\_\_ # of Round tables for seating \_\_\_ (12 max, with 8 chairs per table)  
# of Rectangular tables for serving (4, 6, 8 ft) \_\_\_ (we have four of each size)  
Do you need coffee set up (pots & cups only)? \_\_\_ or tea set up (pots & cups only)? \_\_\_  
**(Please note that you must provide your own coffee, tea, cream & sugar supplies).**  
Other equipment desired (must be arranged in advance): \_\_\_\_\_

**ALL TERMS** of this Building Use Form are Subject to the approval of the **Rector of St. Stephen's**.  
THE PERSON SIGNING this Agreement agrees on behalf of themselves and the group they represent  
to follow and abide by the terms above and of the Building Use Policy appearing on the next page.

I have read the above terms AND the Building Use Policy on Page 2 AND agree to abide by them:

Applicant's Signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_  
*(Please also INITIAL the Building Use Policy on back*

Request **Approved or Denied** (Circle): \_\_\_\_\_ Date: \_\_\_\_\_  
RECTOR

## ST. STEPHENS EPISCOPAL CHURCH

5500 N. Adams Rd., Troy, MI 48304  
(248) 641-8080 - [www.ststephenstroy.org](http://www.ststephenstroy.org)

### BUILDING USE POLICY

Our building is a resource we make available to the community. In order to be good stewards of our resources, the following policy has been set forth to insure that the building is used in a responsible way, that expectations are clear to the parties involved, and that the building is used consistent with the mission of St. Stephen's [hereinafter "the Church"].

1. **Application Form:** All groups/persons using the building are expected to complete the agreement form prior to approval.
2. **Liability:** The Church assumes no liability for damages, injuries, theft, loss or obligation in connection with the use of the Church premises. Users shall be liable for any damage to the Church premises or furniture, above and beyond any fees. The Users and persons renting and using the premises of the Church agree they accept the premises in an "as is" condition. Users are required to obtain any insurance that Users believe is sufficient to insure any claims.
3. **Hold Harmless Agreement:** The signer(s) of the Church Use Application shall indemnify and hold harmless the Church, its employees and/or representatives against any liability damages, attorney fees or expenses that may be incurred by the Church.
4. **Prohibitions:** The use of Alcoholic Beverages anywhere on the premises is prohibited, AND smoking inside the building is prohibited.
5. **Minors:** Minor children are to be reasonably and adequately supervised by parents or other adults AND are NOT permitted in any parts of the building not in use as part of the approved agreement.
6. **Nursery Use:** Use of the Church's Nursery facility will only be permitted if there is an adult attendant on duty.
7. **Musical Instrument Use:** Use of the piano, organ or any musical instrument belonging to the Church is **prohibited**.
8. **Group Limitations:** Admittance to the Church is limited to members of the group identified in the attached Application AND consistent with the estimated number of Attendees stated in the Application.
9. **Person Responsible as User:** The person signing the Application is the person legally responsible for the User abiding by the terms of the Application and this Use Policy.
10. **Cancellation of Event:** The Church may refuse access to the Church or remove the persons attending at any time if it is determined that excess wear and tear to the Church premises will occur preceding the event or is occurring during the event.
11. **Time of Daily Fee Use:** The combined time of the event and any set up or teardown time shall not exceed SIX HOURS unless there is a SEPARATE agreement for rental beyond that time.
12. **Fees:** All fees are to be paid in cash, check or money order. Deposits are non-refundable and are required to hold the online calendar date (refundable ONLY if date is not available). Balance payable for the event is due one week prior to the date. Exception is the key deposit, which is refundable when key is returned.
13. **Use of Tape:** While Painters Tape MAY be used, the application of other types of tape, such as, scotch, duct or masking tape is NOT allowed on ANY surface. Any Damages from use of any such types of tape shall be the responsibility of the User.

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User Initials