

**ST. STEPHEN'S EPISCOPAL CHURCH**  
**5500 N. ADAMS RD, TROY, MI 48098**  
**(248) 641-8080 www.ststephenstroy.org**

BUILDING USE RENTAL: APPLICATION AND AGREEMENT FOR NON-PARISH EVENTS rev. 8/16/18

**The primary purpose of St Stephen's Church Building is for worship, parish events and classes.** The hall is not available for rental during worship times: Saturdays between 4:00 and 5:30 pm; Sundays before 1:00 pm. Please do not request use during these hours. The supplies in our kitchen are for the church's use only.

**NEW RENTAL RATES AND POLICIES beginning October 1, 2018.** Please read carefully, and initial each section.

**BASIC SET-UP & CLEAN-UP:** The Hall and its tables will be clean at the time of your rental. We provide the Hall in our basic, "default" setup of 6 round tables with 8 chairs each (48 persons); two banquet-type tables that are 8-feet long; one shorter table near the kitchen, usually used for beverage service. We set out two large garbage cans with bags in the hall, and there two more plus a large recycling bin (not for food trash) in the kitchen.

If you spill something, brooms, mops, replacement trash bags and other supplies are in the closet across from the kitchen door. Surface cleaners can be found under the kitchen sink.

Our back yard, Gaga Ball pit and basketball hoop (bring your own ball) and two picnic tables are available to you. Please do not bring our indoor tables and chairs outside. Do not use fireworks or sparklers on our property.

\_\_\_\_\_ **INDOORS:** You agree to return the hall swept clean with trash removed to the dumpster and tables where you found them. If you need additional tables and chairs, please allow yourself the time to setup and afterwards replace them in our storage room. Failure to take care of our property will result in the forfeiture of your key+clean deposit at our discretion.

\_\_\_\_\_ **OUTDOORS:** You will not use fireworks of any kind. You will not use the fire pit. You agree to pick up any trash left outside, and to return picnic tables to the place you found them.

\_\_\_\_\_ **BRINGING FOOD:** You will be bringing the food, drinks and everything needed to serve them, at the time of your rental. Please do not "borrow" our beverages, condiments or paper products. You agree to provide table coverings (such as inexpensive plastic "tablecloths" available at Party or Dollar Stores) for all tables when food is being served. Our round tables are 60" in diameter.

\_\_\_\_\_ **NO ALCOHOL.** Our insurance will not permit it. You agree not to provide alcohol at your event.

\_\_\_\_\_ **KITCHEN:** Parish Hall rental includes use of the kitchen for clean-up, and some space in our refrigerator as you find it. Unless specified in the rental (at additional cost), you will not use our stovetop or ovens. You will not use our serving dishes, trays, cutlery or utensils.

\_\_\_\_\_ **OTHER ROOMS:** You do have access to our restrooms, kitchen and the Hall or classroom(s) specified in the agreement. You agree not to use any other rooms, or allow access by your guests. You will not use our TV, sound system or other equipment unless arranged in advance on this form.

\_\_\_\_\_ **CLOSING UP:** When leaving the buildings, you agree to: Turn off all lights including restrooms. Close all interior doors. Return the thermostat to its "unoccupied" setting by adjusting the temperature (75' summer, 65' winter). Take out the garbage. Lock the exterior door(s) by "popping" the push bar with the hex key hanging in the frame.

\_\_\_\_\_ **KEY RETURN:** You agree to return the key during office hours (before 2 pm) within 2 weeks of your event. At that time your \$50 of your **key+clean** deposit will be returned, assuming you left the place in good order.

**RENTAL REQUEST FOR USE OF ST. STEPHEN'S CHURCH BUILDING**

DATE & TIME: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
*Date or recurring dates* *Time of occupancy*

NAME OF RENTER: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ For a group? \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_ begins at: \_\_\_\_\_

EXPECTED NUMBER OF ATTENDEES: \_\_\_\_\_ Format: at Tables \_\_\_ or Auditorium \_\_\_

Room Request and Estimated Charges for **up to 5 hours** of occupancy. Additional hours of occupancy, if room is available, must be agreed in advance and will cost \$25/hour.

- \_\_\_ **Parish Hall** (Up to 96 at tables / 125 auditorium style), 5 hours.....\$175  
Additional occupancy at \$25/hour .....
- \_\_\_ **Multi-purpose Room** (Up to 25 people, up to 4 tables, no food).....\$75
- \_\_\_ **Bishop Emrich Library** (Up to 12, one large table, no food) .....\$50
- \_\_\_ **Smaller classroom(s)**, # \_\_\_ ..... each \$30

**Equipment requests**

\_\_\_ Kitchen stove, oven use .....\$50

Sound system {music / microphone}  TV/DVD cart\*  Projection Screen  Podium  
Equipment use fee ..... \$ 20-50, *negotiated at rental*: \$ \_\_\_\_\_

Notes: Use of the sound system requires some instruction. We do not rent projector or laptop.

\*Our flatscreen TV has HDMI, S-video and RCA-type inputs. Not Apple-device ready, bring adaptor.

**Rental Deposit** to hold the room and date; non-refundable within 14 days of event.....\$25

**Key+Clean Deposit**, when you pick up the key 7-10 days in advance, **cash or separate check**.....\$100  
\$50 of your key and clean deposit will be returned at time the key is returned, within 2 weeks, if the room was left clean.

Balance of Rental Fee, due 7-10 days prior to event, not including \$100 Key+Clean .....\$ \_\_\_\_\_

Payments / dates: \_\_\_\_\_

ALL TERMS ON OTHER SIDE OF THIS FORM MUST BE REVIEWED AND INITIALED prior to finalization. The person signing this form agrees on behalf of themselves, their group and/or their guests, to follow and abide by the terms of use as stated therein.

Signed by: \_\_\_\_\_ Approval: \_\_\_\_\_ Date: \_\_\_\_\_