

# BUILDING USE AGREEMENT FORM

## SAINT STEPHENS UNITED CHURCH OF CHRIST

Name of Organization: \_\_\_\_\_ Responsible Party's Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Event: \_\_\_\_\_ # of people: \_\_\_\_\_

Date requested: \_\_\_\_\_ Time Needed: from \_\_\_\_\_ to \_\_\_\_\_

- A \$100 deposit along with your completed form will be required prior to event. Make checks payable to "St. Stephens UCC." If facility and contents are in original condition, as verified and approved by church staff, deposit may be picked up within 3 church office working days after event. If you choose to leave the deposit, or a portion of the deposit, with the church, you may use it as a tax deductible donation. Donation? \_\_\_\_Yes \_\_\_\_No \_\_\_\_\_How much? (The church does not provide staff or food for kitchen use).
- We request a donation of \$\_\_\_\_\_ for recurring and for-profit groups. We appreciate your understanding in regards to the cost of building maintenance, cleaning and utilities.
- Is this a recurring event?  Yes  No If Yes, beginning: \_\_\_\_\_ ending: \_\_\_\_\_
- Facility Use: \_\_\_\_Meeting Room \_\_\_\_Kitchen \_\_\_\_Fellowship Hall \_\_\_\_ Lounge \_\_\_\_ Sanctuary Identify specific room used if Meeting Room \_\_\_\_\_
- Type of Tables: \_\_\_\_Straight \_\_\_\_Round Total Number of Tables: \_\_\_\_\_
- Kind of Group:  Not for profit (teams, parties, dinners, etc)  For profit (charged fees, business, etc)  
(These policies are NOT meant to govern an independent business that desires to operate out of the facility. The Church Council must approve this request).
- Do you have insurance to cover this event? \_\_\_\_Yes \_\_\_\_No  
Additional Insurance (preferred) \_\_\_\_ Certificate of Insurance \_\_\_\_\_

### Building Use Guidelines:

As a church community, we are blessed and honored to make our facility available. We reserve the right to charge additional fees to any person or organization that does not follow the guidelines as described below:

1. A signed and completed copy of this form must be turned into the church office. This constitutes a request to reserve the date for facility use. Access to the church building will be gained through a loaner key. It is your responsibility to contact the church office to arrange for key pickup. Once you've been given the key, you are not to give it out (without permission) to anyone else in your organization. You may NOT make copies of the key. We appreciate your help in keeping our building safe and secure at all times. You are responsible for returning the key promptly after the event.
2. Unless otherwise specifically arranged, in writing, your group should ENTER AND EXIT from Door #1 and all other doors should remain LOCKED during your event for the safety and security of church property and all who use our building.
3. It is your responsibility to return the building to the condition in which you found it or better. Please leave tables and chairs up so our janitor can sanitize and put them away. If you used the kitchen, it should be cleaned and everything put back in its proper place.
4. All trash should be picked up and placed in the appropriate receptacles. Trash receptacles should be emptied and bags of trash placed in the dumpster. Recycleables should be rinsed/cardboard flattened and placed in the appropriate receptacles.
5. You and your guests' safety is your responsibility. If you see any deficiency, please let us know.
6. The church reserves the right to move your event to a different location in the church, at its discretion, should unforeseen circumstances arise, i.e. funeral.
7. You and/or your organization will be responsible for any broken or missing items (including the loaner key) in the church. We understand accidents happen. Please notify the church office 715-536-7322 in the event that something is lost or damaged. Thank you.

\_\_\_\_\_ Deposit \_\_\_\_\_ Approved \_\_\_\_\_  
Signature and Date

Please submit signed Building Use Agreement at least 2-4 weeks in advance of your scheduled event to:  
Not for weddings, funeral or church sponsored events