

# BUILDING USE AGREEMENT FORM

**MEMBER** \_\_\_\_\_ **NON-MEMBER** \_\_\_\_\_

Date Requested _____
Time Requested – include setup takedown _____
Room(s) Requested _____
# of Guests Expected _____
Total Fees (does not apply to St. Stephen’s programs) _____
Approved by _____

Name of Group \_\_\_\_\_

Responsible designated person: \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone (home) \_\_\_\_\_

(work) \_\_\_\_\_

Fax (cell) \_\_\_\_\_

Address \_\_\_\_\_

Purpose of event \_\_\_\_\_

Equipment needed (TV, VCR, tables, chairs, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I (we) understand the Building Use Agreement & Building Use Policy of St. Stephen’s Episcopal Church; we agree to abide by all rules and regulations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES (IF APPLICABLE)**

Date \$50 Deposit Received \_\_\_\_\_

Total Balance Received (*due one week before event*) \_\_\_\_\_