



REQUEST FOR USE OF ST. STEPHEN'S CHURCH BUILDING

5500 N. ADAMS RD, TROY, MI 48098
(248) 641-8080 www.ststephenstroy.org

DATE of EVENT _____ TIME of EVENT from _____ to _____

NAME: _____ CELL PHONE: _____

COMPLETE ADDRESS: _____

EMAIL: _____ EVENT TYPE? _____

EXPECTED NUMBER OF ATTENDEES: _____ FORMAT: 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 to in advance and will cost \$25/hour.

- Parish Hall (up to 96 at tables / 125 auditorium style), 5 hours\$200
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 contract signing \$

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

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

Deposit to hold the room date; non-refundable\$25

Cleaning Fee Deposit must be paid in cash 5-7 days prior to your event.....\$100

\$50 of your clean fee deposit will be returned at the time the Building Close Up Check List is returned, within 2 weeks, and if the room was left clean.

Cancellations and Inclement Weather Policy - If there is inclement weather and the Troy City schools are closed, the building will be closed, and no events will be held. There will be no charge to you if this occurs. If the event is cancelled for any other reason, all charges will still apply to you the user.

Balance of Fee; due 5-7 days prior to event, not including \$100 Clean Deposit \$

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: _____

**ST. STEPHEN'S EPISCOPAL CHURCH
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BUILDING CLOSE UP CHECK LIST FOR RENTALS:

CLEAN-UP: 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.

Please check off the tasks below when complete, sign, date and return this form within 2 weeks of your event.

CLOSING UP: Before leaving the buildings, you agree to:

- _____ Sweep the hall
- _____ Clean the kitchen up the way that you found it. Wipe counters, sweep the floor, etc.
- _____ Take the trash out to the dumpster. It is hidden by a brick enclosure, off the rear parking lot. (pop all balloons if you used them).
- _____ If you needed additional tables and chairs, please replace them in our storage room where you borrowed them.
- _____ Turn off all lights including restrooms. Check restrooms for running water.
- _____ Close all interior doors.
- _____ Lock the exterior door(s) by "popping" the push bar with the hex key hanging in the frame. Return event sign to lobby.
- _____ **OUTDOORS:** Pick up any trash your group left outside and throw away into dumpster located behind brick wall and return picnic tables to the place you found them.
- _____ Ensure that the key is put back into the lock box and that the lock box is locked.
- _____ **BUILDING CLOSE UP CHECK LIST RETURN:** You agreed to return this signed form during office hours (before 2 pm) within 2 weeks of your event. At that time \$50 of your \$100 **clean** deposit will be returned, assuming you left the place in good order.

*****PLEASE NOTE, THIS CHECKED AND SIGNED FORM MUST BE RETURNED TO ST. STEPHEN'S IN ORDER TO RECEIVE YOUR CLEANING DEPOSIT!*****

Signed:

Date:

For Emergencies during your event please call 248-641-1499