



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

**5500 N. ADAMS RD, TROY, MI 48098**

**(248) 641-8080** [www.ststephenstroy.org](http://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 .....\$350  
Includes Custodial Cleaning fee .....

\_\_\_\_\_ **Multi-purpose Room** (Up to 25 people, up to 4 tables, no food) .....\$100

\_\_\_\_\_ **Bishop Emrich Library** (Up to 12, one large table, no food) .....\$75

\_\_\_\_\_ **Smaller Classroom(s)**, # \_\_\_\_\_ .....each \$50

**Equipment Requests**

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

Sound System {music / microphone}     TV/DVD cart\*     Projection Screen     Podium  
Equipment use fee ..... \$50-100 (if damaged-cost of replacement is renters responsibility)\$ \_\_\_\_\_

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.

**Security Deposit** to hold the date; (returned if no damage is done and "close up check list" is completed and returned on time after event.....**CASH ONLY**.....\$100

**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 by the renter less than 2 weeks before the event, all charges will still apply to you, the user.

Balance of Fee; due 7-10 days prior to event, not including \$100 Security 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: \_\_\_\_\_

**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: Sundays before 2:00 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 January 2024.** 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 round tables with 8 chairs each (up to 100 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 are 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 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. Take out the garbage. Lock the exterior door(s) by "popping" the push bar with the hex key hanging in the frame.

\_\_\_\_\_ **BUILDING CLOSE UP CHECK LIST:** You agree to return the Signed Building Close Up Check List within one week of your event. At that time your \$100 deposit will be returned, assuming you left the place in good order and nothing was broken or damaged.