



BUILDING USE APPLICATION

St. Stephen Lutheran Church
3725 Kent Road, Stow, OH 44224
(330) 688-7213

Name of requesting person/organization _____

Contact Person _____

Contact Person's Address _____

Contact Person's Phone _____ Email _____

ORGANIZATION'S PURPOSE / MEMBER'S PERSONAL USE / EVENT

Date(s) Requested _____

Start Time (including set-up) _____ End Time (including clean-up) _____

Frequency One Time Only Weekly Monthly Other

Day of Week Mon Tues Wed Thurs Fri Sat Sun

Rooms/Facilities Requested Sanctuary Piano/Organ/Sound System Kitchen
 Classroom(s) Narthex Fellowship Hall
 Other (_____)

Anticipated Number of Participants _____ Will food or drink be consumed? Yes No

Expected Number of Attendees _____ Decision Needed by _____

Special Requests _____

If Event, will tickets be sold or admission charged for event? Yes No

If yes, what will be the ticket/admission fee? _____

If yes, how will the net proceeds of this event be used? _____

Is your group a Nonprofit 501(c)(3) organization? Yes No (Tax ID Number: _____)

On behalf of the requesting person or organization, the undersigned represents, warrants, and agrees that:

- ◆ He/she is authorized to make this application on behalf of the requesting person/organization.
- ◆ He/she has been given a copy of and has read the Building Use Policy of St. Stephen Evangelical Lutheran Church of Stow, Ohio.
- ◆ If this Building Use Application is granted, the requesting person/organization will comply with all of the requirements set forth in the Building Use Policy.
- ◆ In consideration of being permitted to use the church premises and property, the requesting person/organization and all his/her/its members and guests do hereby waive, release, discharge, and covenant not to sue St. Stephen Evangelical Lutheran Church of Stow, Ohio and its officers, directors, members, employees, agents, and insurers, and to hold them harmless, from and against all liability, claims, demands, loss, damage, or injuries (including any attorney fees that St. Stephen may incur in the defense of claims or suits) arising out of or in any way associated or connected with the scheduled event or the use of church property.

Date

Signature of authorized representative