

BUILDING USE APPLICATION

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

Name of requesting
person/organization _____

Contact Person _____

Contact Person's Address _____

Contact Person's

Day Phone _____

Cell phone _____

Email address _____

Organization's Purpose/Member's
Personal Use

Date(s) Requested _____

Start time (including set-up) _____

End time (including clean-up) _____

Frequency

___ One Time Only ___ Weekly ___ Monthly ___ Other

Day of the week

___ Mon ___ Tue ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun

Type of event

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

Start time (including set-up) _____

End time (including clean-up) _____

Expected number of attendees _____

Decision needed by _____

Special Requests:

Will tickets be sold or admission charged for your event? Yes No

If yes, what will be the ticket prices or the 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

If yes, what is your nonprofit 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