

**STURGEON BAY MORAVIAN CHURCH
BUILDING USE AGREEMENT FORM**

Group/Organization's Name: _____

Brief Descrip. of Organization or Event: _____

Not for Profit Status - Will you be charging for your services? Yes / No _____

Number of People in the Group: _____ Person Responsible: _____

Telephone: Home: _____ Work: _____ Email: _____

Address: _____

Day/Date and Time(s) group will be using the building **(Include Set Up Dates/Times Required)**

Day/Date(s): _____

Time(s): _____

Purpose: (Please check each area which you plan to use.)

Sanctuary Fellowship Room

Sacristy Fellowship Kitchen

Nursery Youth Room

Dining Room Adult Ed Room

Kitchen Sewing Room

Classroom(s) Classroom Location(s): _____

Playground Equip. Other: _____

Please note any equipment such as coffee pots, AV equipment, easel, etc., which your group will need:

Will Children be Present?

Yes

No

Please Note: While The Sturgeon Bay Moravian Church welcomes all children, for their safety and well-being we require that they be under adult supervision at all times while on church property.

Agreement Statement: "I have read through the Policy Statement of the Sturgeon Bay Moravian Church and presented it to our group. We agree to support these expectations and policies, and to work with the Church Office to facilitate a happy working relationship between our group and the congregation. We further accept that any children in the building and on the grounds are the responsibility of the group and hold the Moravian Church harmless for any injury to unsupervised children. We also understand that any damage done by unsupervised children is the responsibility of the group."

Signature: _____
(On-Site Person Responsible for the Group.)

Date: _____

Mail or Drop Off Completed Form to: Sturgeon Bay Moravian Church
323 South Fifth Avenue
Sturgeon Bay, WI 54235

Office Use Only:

Key Issued Yes Key Number: _____

No

