

Complete form and return to:  
St. Stephen Lutheran Church  
8400 France Avenue South  
Bloomington, MN 55431  
952-831-4746  
Please return 2 weeks before event

**KITCHEN USE APPLICATION  
NON-CHURCH RELATED EVENTS**

**DATE NEEDED** \_\_\_\_\_

**ACTIVITY BEGINS AT** \_\_\_\_\_ **ENDS AT** \_\_\_\_\_

**NAME OF GROUP REQUESTING USE** \_\_\_\_\_

**ACTIVITY** \_\_\_\_\_

**PERSON IN CHARGE** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **WORK PHONE** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

*Supervisor must arrive before other attendees.*

**EQUIPMENT / SUPPLIES REQUESTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIABILITY:** The applicant agrees to assume full responsibility for personal injuries and damage to property arising from the use of facility by applicant hereunder and agrees to indemnify and hold harmless St. Stephen Lutheran Church from any and all claims and damages relating thereto.

**KITCHEN USE FEES:** The fee for use of kitchen and its facilities (including stove, refrigerator, coffee maker, dishwasher and janitorial service) is \$100.00. Please see reverse side of this form for additional fees that may apply.

I have read and understand the Fees and Usage Information on the reverse side of this application.

\_\_\_\_\_  
(Signature of Person Responsible)

\_\_\_\_\_  
(Date of Application)

All non-church related events groups must fill out a kitchen use form in advance.

## St. Stephen Lutheran Church

8400 France Avenue South

Bloomington, MN 55431

Phone #: 952-831-4746

Fax #: 952-831-5195

E-mail: [office@ststephen.net](mailto:office@ststephen.net)

### Kitchen Fees and Usage Information

#### Non-Church Related Events

Thank you for choosing St. Stephen Lutheran Church for your upcoming event. It will be our pleasure to be of assistance to you. Please keep in mind the kitchen policies listed below as you make your arrangements:

- Kitchen to be reserved on a first-on, first-use calendar policy. Kitchen Use Application form must be completed and approved before your event is put on the calendar. (Funerals always take precedence.)
- Observe signs posted in the kitchen and follow their directions.
- St. Stephen Church does not provide catering services. Outside catering service must be used.
- Kitchen equipment needed must be noted on the application form. Training in the use of the equipment must be arranged with a member of the Kitchen Committee. Use of the equipment without approval or training is not allowed.
- Person responsible for the event must arrive before the event is scheduled to begin. They should check in with the Church Office as appropriate, do any set up required and become familiar with locations of exits, fire extinguishers, etc.
- No alcoholic beverages are allowed in the church building or on the church property. No smoking is permitted anywhere in the building.
- Your group will be responsible for any damage that may occur while the kitchen is occupied.
- All fees must be paid five days in advance of the planned event. Checks should be made out to the Kitchen Committee member assigned to supervise the event.

The following is a list of services and fees that will apply to your use of our facilities:

Service	Description	Fee
Kitchen Supervisor	Meet with event organizer prior to event to review kitchen supplies and equipment to be used. Be present on the day of the event to provide direction to caterer or helper on set-up and clean-up of kitchen supplies and equipment.	\$50.00
Dishwashing	Run dishwasher on the day of the event	\$25.00/dishwasher
Tablecloths	Laundering of tablecloths used for the event.	\$5.00/tablecloth

Note: Use of any other areas in the church and fees that apply are listed on the Facility Use Policy.