

**St. Dunstan's Episcopal Church, Madison, Wisconsin  
Building Use Agreement**

This application is to be filed with the Parish Administrator at least two weeks before the event date. Please email to [events@stdunstans.com](mailto:events@stdunstans.com) .

Name of User: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Profit / Non-Profit / Individual (circle one)

Brief description of organization, if not a prior renter:

Brief Description of Activity (e.g. meeting, performance, worship, recreation, etc):

Will money be collected in any way? (*Explain*)

Date(s) requested: \_\_\_\_\_ Once - Weekly - Monthly (circle one)

Times of use: \_\_\_\_\_ Will minors be present?: Y / N

Approximate number of people expected: \_\_\_\_\_

Rooms requested: (*See additional pages for rates*)

\_\_\_\_\_ Upper Room

\_\_\_\_\_ Main Floor

\_\_\_\_\_ Whole building

Responsible Person/Contact: \_\_\_\_\_

Address:

Phone:

Email:

**All users of facilities are required to honor St. Dunstan's policies relating to building use. Payment is due when Responsible Person signs this agreement.**

Signature of Responsible Person:

Date:

\_\_\_\_\_

Room Request granted: \_\_\_\_\_Date: \_\_\_\_\_

**A \$100 refundable key deposit is required when the building key or key code is issued.**

Date Key issued: \_\_\_\_\_

Date Key returned \_\_\_\_\_

Key returned and clean, undamaged facility acknowledged by Parish Administrator or Rector: \_\_\_\_\_

Deposit Check Returned: \_\_\_\_\_

Key returned but facility damaged or unclean (describe):

Amount of deposit withheld to cover damages: \_\_\_\_\_

Comments: