

# St. Stephen's United Church of Christ

## Facility Usage Request Form

Address: 110 N. 6th Street Perkasio, PA 18944

Office Phone: 215-257-6460

Office Email: [office@thessperkasie.org](mailto:office@thessperkasie.org)

Thank you for being interested in having your next event in one or more of our spaces. Please fill out the below form and email it back to our office staff at [office@thessperkasie.org](mailto:office@thessperkasie.org). Please see the website for more information on renting.

Date of use: \_\_\_\_\_ Time: \_\_\_\_\_

For long-term use (repeat usage):

Beginning date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Event description: \_\_\_\_\_

Number of people: \_\_\_\_\_

Group name: \_\_\_\_\_

Contact person's first and last name: \_\_\_\_\_

Group's headquarters or Contact person's address:  
\_\_\_\_\_

Group's headquarters or Contact person's phone:  
\_\_\_\_\_

Room Usage Request: Check off the locations you are requesting access to use. All spaces are on the main level.

Ehrhart Hall

Obold Chapel

Kitchen

Conference Room

Sanctuary

**For Office Use:**

Church Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Form Mailed: \_\_\_\_\_ Fee Rec'd: \_\_\_\_\_