



**ST STEPHEN'S
LUTHERAN CHURCH**

Dear Group Leader:

St. Stephen's Lutheran Church's priority continues to be the health and safety of all members of the community. However, we also recognize that our facility supports the missions of our congregation and our community. Consistent with the State of Minnesota orders and public health advice, this letter includes a form that will enable church leadership to identify who might be permitted back to use the facility, starting first with groups who support essential church and social justice missions for our congregation and community.

For everyone's safety, the church's intent is to slowly and gradually invite groups back. Decisions for facility use will be based on phases of the St. Stephen's church's preparedness and response plan. To facilitate approval for use of our facilities, please complete the following form:

Request for St. Stephen's Facility Use

Name: _____

Phone: _____ Email: _____ Preferred Contact Method: _____

Group Size: _____

Will this gathering be repeated (e.g. weekly)? If yes, describe frequency.

Date for gathering(s): _____

Provide a brief summary of the gathering and why it must be done on-site or at another location away from your home.

St. Stephen's will provide guidance for use of the facility. Describe the precautions you will take to ensure your health and safety and the health and safety of those who will participate in the gathering (methods and means for social distancing, PPE, etc.).

Date submitted: _____

Thank you for completing this request form. The St. Stephen's Safety Committee will get back to you soon.