

**FIRST PRESBYTERIAN CHURCH**

**1250 Watson Road**

**Mt. Pleasant, MI 48858**

**Ph: (989) 773-9609**

**APPLICATION FOR USE OF CHURCH FACILITIES and/or EQUIPMENT**

(Please Print)

MEETING DATE \_\_\_\_\_

TIMES:

Opening of church (i.e. set up time) \_\_\_\_\_

Time event starts \_\_\_\_\_

Closing of church (i.e. reception over) \_\_\_\_\_

FUNCTION: \_\_\_\_\_

SPONSORING ORGANIZATION or PERSON \_\_\_\_\_

Is sponsoring organization church related? Yes \_\_\_\_\_ No \_\_\_\_\_

ORGANIZATION REPRESENTATIVE \_\_\_\_\_

REPRESENTATIVE'S PHONE NUMBER \_\_\_\_\_

FACILITIES REQUESTED \_\_\_\_\_

EQUIPMENT REQUESTED \_\_\_\_\_

How many tables \_\_\_\_\_

How many chairs \_\_\_\_\_

Pattern of arrangement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special set-up requested: (i.e. music stands, etc.) \_\_\_\_\_

\_\_\_\_\_

Kitchen use equipment: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Organization Representative

\_\_\_\_\_  
Date approved at Staff Meeting

\_\_\_\_\_  
House & Grounds Representative

## ROOM USE FEES

❖ Witherspoon Room including kitchen	\$20.00 \$30.00/After Business Hours
❖ Sanctuary (non-wedding events)	\$25.00 \$40.00/After Business Hours
❖ Witherspoon Room and Sanctuary	\$40.00 \$60.00/After Business Hours
❖ Fellowship Hall and Sanctuary	\$50.00 \$75.00/After Business Hours
❖ Parlor including kitchen	\$40.00 \$50.00/After Business Hours
One Class Room	\$10.00 \$20.00/After Business Hours
❖ Each additional class rooms	\$10.00 \$10.00/After Business Hours

Revised by House and Grounds Committee, September 2012