

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 & EMAIL _____

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

****Please note, events will not be put on the calendar/ confirmed until this completed form is turned in and the fees are paid to the church office.***

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 \$50.00/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 2017