

First Presbyterian Church – Mason City, IA
APPLICATION FOR USE OF CHURCH PROPERTY

Please submit this completed form to the church office.

Due to the expense of maintenance, utility and custodial costs, there will be minimal fees charged to help with these expenses to anyone who uses the church property for non-church sponsored events. Any donation over and above these set fees would be considered generous and appreciated.

Fees are payable to First Presbyterian Church and should be paid to the church office before the scheduled event unless special arrangements have been set up with the office. The person(s) signing this form will be considered responsible for all fees including costs of any damage to the church property.

THERE IS NO SMOKING, USE OF ALCOHOLIC BEVERAGES OR ILLICIT DRUGS ON THESE PREMISES AT ANY TIME.

Please print

Name of Organization/Group

Name of Applicant (Individual)

Applicant's address

Phone Number _____

E-Mail _____

Are you a member of First Presbyterian Church? YES ___ NO ___

Is this a non-profit group? YES ___ NO ___

Principal function or activity (meeting, social event, training, etc.)

Approximate number of people attending _____

Date of event _____

Time of event _____ to _____

Facilities requested:

Fellowship Hall

Kitchen and Equipment (Use of the kitchen needs to be approved and a kitchen checklist and instruction will be provided)

Meeting Place

Friendship Room

Sanctuary (Special permission required)

Other _____

Is setting up of Tables / Chairs needed? YES NO If yes, there is a fee.

Will any food/refreshments be served? YES NO

If yes, name & contact information of person responsible for cleanup

Signature of Applicant _____

Date _____

Approved Denied

FPC Representative

Date _____

Amount of fees due \$ _____

NOTES: _____

Updated and approved by Session: 06/26/25