

**First Presbyterian Church: Guidelines and Contract for Church Usage**

902 South Walnut St. Mt. Pleasant, IA 52641 319-986-5851 [firstpresbymtp@gmail.com](mailto:firstpresbymtp@gmail.com)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone numbers: (home/cell) \_\_\_\_\_ (work) \_\_\_\_\_

Organization – Purpose or Occasion: \_\_\_\_\_

Date & Time for use: \_\_\_\_\_ No. of Participants: \_\_\_\_\_

Room(s) requested for use: \_\_\_\_\_

**CHURCH GUIDELINES**

Children/Youth groups are required to have adequate adult supervision at all times. If proper supervision is not provided, use of the building may be denied.

Smoking is not permitted in the church. Alcoholic beverages and controlled substances are PROHIBITED EXCEPT WITH PERMISSION on church property (church and parking lot).

User(s) must leave room(s) clean, orderly and undamaged, which includes bathrooms and nursery. User will be liable for any damages incurred. All lights should be shut off and all outside doors of the church should be locked.

Fees and Deposits must be paid in advance. Please write one check to cover the rental fee(s) and custodian’s fee(s) payable to First Presbyterian Church. (The church will pay the custodians.) The deposit check should be written separately and will be returned, if there is no damage and church facilities are left clean.

Donations for electrical/heating/cooling costs from non-profit organizations, community service agencies, families, and individuals using church facilities are appreciated.

I will pick up a key on: \_\_\_\_\_. I will return the key on: \_\_\_\_\_.

I have read and I agree to follow the above guidelines for use of your church.

I will pay \_\_\_\_\_ for use of the following room(s) \_\_\_\_\_ a deposit fee(s) of \_\_\_\_\_, and the custodian’s fee(s) of \_\_\_\_\_, as stated on the attached First Presbyterian Church Usage and Rental Policy.

\_\_\_\_\_  
Signature of Leader and Group Name

\_\_\_\_\_  
Signature of Church Representative

\_\_\_\_\_  
Date