

**Facilities Use Agreement**

First United Methodist Church  
119 S Georgia Ave  
Mason City, IA 50401  
641-423-4905

**Please sign and date upon agreeing to terms and conditions. Return form to church office with payment.**

Name of Person Requesting Use of Building ("User"): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Group or Activity: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

**Please check all rooms you are reserving for event.**

\_\_\_\_ Fireside Room  
    \_\_\_\_ with Fireside Classroom/Kitchenette  
\_\_\_\_ Youth Room

\_\_\_\_ Fireside Classroom/Kitchenette Only  
\_\_\_\_ Room 25

\_\_\_\_ Fellowship Hall  
    \_\_\_\_ with Full Kitchen  
\_\_\_\_ Upper Room

\_\_\_\_ Other (please specify) \_\_\_\_\_

Approximate Size of Group \_\_\_\_\_ Are you a member of Mason City First UMC? Y or N

Charge \$ \_\_\_\_\_ (Payment is due prior to event. Checks to be made payable to First UMC.)

Contact our Kitchen Coordinator, Betty Chipman, at 641-583-0476 whenever planning to use either the Full Kitchen or Kitchenette.

**Terms and Conditions of Facility Use – Updated Oct. 1, 2021**

1. User agrees that it will not use the premises for any unlawful purposes and will obey all laws, rules and regulations of all governmental authorities while using facilities at Mason City First United Methodist Church, also known as Owner.
2. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.
3. User agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth and vulnerable adults attending User's function while at Mason City First United Methodist Church.
4. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable diseases, bodily injury, personal injury, emotional injury, or property damage which may result from any person using Mason City First United Methodist Church's premises, its entrances and exits and surrounding areas for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
5. Owner reserves the right to cancel reservation should a church-related event, such as a funeral, make it necessary to do so, making every effort to contact User at earliest possibility. In the event that Owner must cancel this agreement, User will be entitled to a refund of any deposit paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above-described premises, even if Owner has been advised of the possibility of such damages.
6. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits. In the event that facility is not left in a clean and orderly manner, there may be an additional charge.
7. User agrees to notify church office no later than 48 hours prior to event should User need to cancel reservation.

**NO SMOKING OR ALCOHOL ON CHURCH PREMISES.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date