

**ACTIVITY/RENTAL REQUEST  
FIRST PARISH UNITED CHURCH OF CHRIST**

(Congregational)  
176 West High St., P. O. Box 228  
Somersworth, NH 03878-0228  
(603) 692-2057

email: [firstparishsomersworth@myfairpoint.net](mailto:firstparishsomersworth@myfairpoint.net)

TODAY'S DATE \_\_\_\_\_

GROUP \_\_\_\_\_

PERSON IN CHARGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF ACTIVITY: BANQUET [ ] MUSICAL [ ] MEETING [ ]

OTHER [ ] BRIEF DESCRIPTION \_\_\_\_\_

EQUIPMENT NEEDED: TABLES [ ] CHAIRS [ ] DISHES [ ] PIANO [ ]

REFRIGERATOR [ ] STOVE [ ] OTHER [ ]

ESTIMATED ATTENDANCE \_\_\_\_\_

DATE OF ACTIVITY \_\_\_\_\_ TIME START \_\_\_\_\_ FINISH \_\_\_\_\_

ADDITIONAL COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES** (Payable to First Parish UCC **BEFORE** event, preferably with this request)

<b>Sanctuary</b>	Other	Funeral	Wedding	Member Donation
	[ ] \$50	[ ] \$100	[ ] \$200	[\$ ]
Custodian \$50	[ <b>X</b> ]	[ <b>X</b> ]	[ <b>X</b> ]	[ <b>X</b> ]

Custodial fee is **added** to **any** of these sanctuary use options.

**Church Hall ONLY** [ ] \$50  
Custodian \$50 [ **X** ]  
Total for use of church hall only is \$100.00

**Church Hall & Kitchen** [ ] \$100  
Custodian \$50 [ **X** ]  
Total for use of church hall and kitchen is \$150.00

TOTAL DUE: \$ \_\_\_\_\_

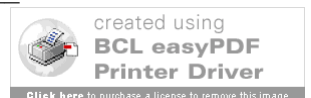
APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ BY \_\_\_\_\_

DATE \_\_\_\_\_

The above named person in charge shall be fully responsible for any and all damages that may take place during the activity and for payment of fees prior to the event.

**Please note:** there is *no refund without 24 hour notice* to the Trustee contact noted below.  
Trustee contact for this event: \_\_\_\_\_

Copy to: Trustees, Function Book, Custodian, Treasurer



## Process for approval of requests for use of Church facilities

1. An activity/rental request form must be completed with all required information filled in.
2. The Pastor, using established guidelines, may make the decision to grant a request AFTER checking the Church calendar to avoid any conflicts. This request will also be reviewed by the Board of Trustees for confirmation at their next scheduled meeting.
3. The request will be passed on to the Trustees for approval if the Pastor does not personally approve it.
4. All fees are payable to First Parish United Church of Christ **BEFORE** the date of the function, preferably at the time of application. Checks are made out to **First Parish UCC.**
5. All requests must be written on the Church Calendar, and a copy of the form forwarded to the Custodian, Church Treasurer, Board of Trustees and one copy placed on file in the Function Book.
6. In the event of any questions concerning the appropriateness of an anticipated function or activity, a decision will be made using the Diaconate Guidelines and/or in conversation with the Deacons.

### FEES

**Weddings** \$200 use of Sanctuary [waived for church members, donation accepted]

**Funerals** \$100 use of Sanctuary [waived for church members, donation accepted]

**Sanctuary** (other than Weddings and Funerals) \$50

**Church Hall** \$50

**Church Hall & Kitchen** \$100

The Board of Trustees **require a custodial fee of \$50/each be added to the above fees** for use of the Sanctuary **AND/OR** the Church Hall for non-members AND church members.

**Please note:** there is *no refund without 24 hour notice* to the Trustee contact noted below.  
Trustee contact for this event: \_\_\_\_\_.

**Reviewed 4/9/13**