

**ACTIVITY/RENTAL REQUEST**  
**FIRST PARISH UNITED CHURCH OF CHRIST, (Congregational)**  
*An Open and Affirming Congregation*  
176 West High St., P. O. Box 228  
Somersworth, NH 03878-0228  
(603) 692-2057  
[www.somersworthfirstparish.org](http://www.somersworthfirstparish.org)

TODAY'S DATE \_\_\_\_\_ **Please note:** there is *no refund without 24 hour notice.*

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 \_\_\_\_\_ Events are based on a 5 hour block of time.

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

\_\_\_\_\_

**FEES** (Payable to First Parish UCC)

**Sanctuary**            Other      Funeral      Wedding  
                                 [  ] \$100 [  ] \$300 [  ] \$300    [ \$  ] Member Donation

**Church Hall ONLY** [  ] \$100    [ \$  ] Member Donation

**Church Hall & Kitchen** [  ] \$150      [ \$  ] Member Donation

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

April 1-November 30: \$50

December 1-March 31: \$100

**Church Musician** \$150 Funeral or Wedding **NOTE:** The regular church musician has first refusal on all funerals and weddings. If the regular church organist is not available, another musician may be engaged. If the couple choose to provide their own organist, the regular church organist fee is still required.

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

NOTE: all fees are due once the event date and time is confirmed. Weddings are not confirmed until a couple has met with the Pastor.

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.

## 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 Trustees will review the requested date and time, checking the Church calendar, and inform the person in charge of availability. As needed, information will be shared with the Pastor, and follow-up contact made.
3. All fees are payable to First Parish United Church of Christ **when** the event is confirmed. Weddings are not confirmed until a couple has met with the Pastor. Checks are made out to **First Parish UCC.**
4. All requests will be written on the Church Calendar, and a copy of the form forwarded to the Custodian, Church Treasurer and Assistant Treasurer, Board of Trustees and one copy placed on file in the Function Book.
5. 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.
6. Events are based on a 5-hour time frame.  
Evening events are to go no later than 10PM.  
Nothing is to be taped to walls anywhere in the building.

### FEES

**Weddings** \$300 use of Sanctuary [\$ ] Member Donation

**Funerals** \$300 use of Sanctuary [\$ ] Member Donation

**Sanctuary** \$100 [other than Weddings and Funerals] [\$ ] Member Donation

**Church Hall** \$100 [\$ ] Member Donation

**Church Hall & Kitchen** \$150 [\$ ] Member Donation

**Church Musician** \$150 Funeral or Wedding **NOTE:** The regular church musician has first refusal on all funerals and weddings. If the regular church organist is not available, another musician may be engaged. If the couple choose to provide their own organist, the regular church organist fee is still required.

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

April 1-November 30: \$50

December 1-March 31: \$100

**Please note:** there is *no refund without 24 hour notice* to the Event Coordinator. All fees are due once the event date and time is confirmed.

**Reviewed: 2/13/18**