

Process for approval of requests for use of Church facilities

1. An activity/rental request form - see page 2 - 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 passed on to 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 the First Parish United Church of Christ before the date of the function, preferably at time of application.**
5. All requests must be written on the Church calendar, and a copy forwarded to the custodian.
6. All activity/rental request forms must be filed in the Function Book.
7. 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 in conversation with the Diaconate.

FEES

WEDDINGS

\$200.00 use of Sanctuary (waived for members)
\$ 50.00 custodian (not waived)

FUNERALS

\$100.00 use of Sanctuary (waived for members)
\$ 50.00 custodian (not waived)

SANCTUARY (OTHER THAN WEDDINGS AND FUNERALS)

\$ 50.00 use of Sanctuary (waived for members)
\$ 50.00 custodian (not waived)

CHURCH HALL

\$ 50.00 use of hall (waived for members)
\$ 50.00 custodian (not waived)

CHURCH HALL AND KITCHEN

\$100.00 use of both (waived for members)
\$ 50.00 custodian (not waived)

ACTIVITY/RENTAL REQUEST
First Parish United Church of Christ, Somersworth

DATE OF REQUEST _____

GROUP _____

PERSON IN CHARGE _____

ADDRESS _____

PHONE _____

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 United Church of Christ before event, preferably with this request):

Sanctuary	\$50	\$100	\$200	Member – Waived	Custodian	\$50
Church Hall Only			\$50	Member – Waived	Custodian	\$50
Church Hall and Kitchen			\$100	Member – Waived	Custodian	\$50
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.

Copy To: Trustees, Function Book, Custodian, Treasurer