

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 www.somersworthfirstparish.org

Today's date _____ **Please note:** there is *no refund* without 24 hour notice of cancellation

Group or organization _____

Date of Activity _____ Time _____ Expected attendance _____

Person in charge _____

Address _____

Phone _____ Email _____

Type of Activity: Banquet[☐] Musical[☐] Meeting[☐] Funeral[☐] Wedding[☐]

Other[☐] Brief description _____

Needs: Tables[☐] Chairs[☐] Dishes[☐] Piano[☐] Refrigerator[☐] Stove[☐]

Other[☐] Brief description _____

FEES (Payable to First Parish UCC)

Sanctuary [☐] **\$400** Member donation [☐]

Church Hall ONLY [☐] **\$200** Member donation [☐]

Church Hall & Kitchen [☐] **\$300** Member donation [☐]

A custodial fee of \$100 is added to any of these options

Church Musician for Funeral or Wedding: \$150 (payable directly to church musician). **Note:** The regular church musician is available for funerals and weddings. You **may** provide your own musician with prior approval or if the church musician is unavailable.

Total Due: \$ _____ (excluding musician)

Note: all fees are due once the event date and time is confirmed.

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, Treasurer

Process for approval of requests for use of Church facilities

An activity/rental form must be completed with all required information.

The Trustees will review the requested date and time, checking with Richard Shepherd to be sure the time and space is available, and then inform the person in charge. As needed, information will be shared with the Pastor, and follow-up contacts made.

All fees are made payable to First Parish United Church of Christ **when** the event is confirmed.
Checks should be made out to First Parish UCC.

All requests will be written on the church calendar and a copy of the form forwarded to the Church Treasurer, Board of Trustees and Richard Shepherd for inclusion in the Church calendar.

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 Diaconate.

Events are based on a 5-hour time frame.

Evening events are to go no later than 10PM.

Nothing is to be taped to any walls anywhere in the building.

No candles are to be placed on the carpet.

No glitter, confetti, silly string, etc.

Reviewed 3/12/2024