

**FIRST PARISH CONGREGATIONAL CHURCH, UCC**

PO Box 114, 47 East Derry Road

East Derry, NH 03041

Tel: 603.434.0628 Web: www.fpc-ucc.org

Today's Date \_\_\_\_\_ Date(s) Requested \_\_\_\_\_

Time (s) Requested \_\_\_\_\_

Purpose of Request \_\_\_\_\_

Contact Name \_\_\_\_\_

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Will an entrance fee or donation be charged? Yes \_\_\_\_\_ No \_\_\_\_\_

Will the event raise funds? Yes \_\_\_\_\_ No \_\_\_\_\_

**Note:** Active members, as defined by the Bylaws, are **not** charged for Weddings or Funerals

Please check the room(s) you want to use:

Sanctuary**	\$100	4	Currier Hall ***	\$125	4
MacGregor Hall **	\$ 50		Currier Kitchen * (light use)	\$ 30	
MacGregor Kitchen * (light use)	\$ 30		Currier Kitchen * (full use)	\$ 75	
MacGregor Kitchen * (full use)	\$ 45		Cook Conference Room *	\$ 20	
Parker Library *	\$ 25		Classroom A* (½ day)	\$ 20	
Matthew, Mark, Luke, John * (ea)	\$ 20		Classroom A* (full day)	\$ 40	

**Note:** *There is no fee for use of the kitchen if the attached hall is being rented.*

**Heating Costs: The heating season runs from November 15<sup>th</sup> through April 15<sup>th</sup>.**

An additional heating fee will be charged during this time period, depending on the size of the room rented. One or more asterisks determine the additional cost for heat.

One \* = additional heating fee of \$10

Two \*\* = additional heating fee of \$20

Three \*\*\* = additional heating fee of \$25

**Custodial Costs:**

Custodial Fee \$50 to clean up after event.

Custodial Fee \$50 to set-up and tear-down tables and chairs.

For Custodian to stay and help throughout event (½ day = \$50) (whole day = \$100)

For Saturday evening events, add an additional \$50 for Breakfast Set-Up (when needed)

**Note:** First Parish Church **does not allow alcohol** on its premises, and **smoking** is allowed **only in designated area** (outside Currier Kitchen Door)

**For Office Use Only:**

Final Disposition Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Fee Charged \_\_\_\_\_

Responsible locking & unlocking bldg...Name \_\_\_\_\_ Tel or e-mail \_\_\_\_\_

Custodian Needed? Yes \_\_\_ No \_\_\_ Name of Cust. \_\_\_\_\_ Paid Cust: \_\_\_\_\_  
(Separate check made out to the custodian)

Sent/Gave "Check-Out" form \_\_\_\_\_ Payment Received \_\_\_\_\_