

**FIRST PARISH CONGREGATIONAL CHURCH**

**P.O. Box 114, 47 East Derry Road**

**East Derry, NH 03041**

**(603) 434-0628**

**Building Request Form**

**Please fill out the following questionnaire listing the name of the organization or group if applicable, and the name of the person who is representing the organization or group.**

Organization Name	
Contact Name	
Address	
City, State, Zip	
Contact Phone	
Email Address	

Dates and Hours needed for setup and use: \_\_\_\_\_; \_\_\_\_\_

Will this be a reoccurring event? YES [ ] NO [ ]

If yes confirm how often you will be meeting? Weekly [ ] Bi-Weekly [ ] Monthly [ ]

Will an entrance fee/donation be charged? YES [ ] NO [ ]

Will this event raise funds? YES [ ] NO [ ]

Security/Key Holder Deposit:

Please Choose the Room or Rooms desired,

NOTE: The heating season is from Nov 15 Thru April 15 (additional costs may apply if building used that time)

\*[ \$10.00 heat fee ]

\*\*[ \$20.00 heat fee ]

\*\*\*[ \$25.00 ]

Noyes Building/Downstairs		Noyes Upstairs/Currier		
*John Classroom (full day)	\$60	***Currier Hall (335 ppl MAX)	\$125	
*John Classroom (half day)	\$40	*Currier Hall Kitchen (full use)	\$75	
*Luke Classroom (full day) (20 ppl max)	\$40	*Currier Hall Kitchen (light use)	\$30	
*Luke Classroom (half day) (20 ppl max)	\$20	*A/B Classroom (full day) (25 ppl max)	\$40	
*Cook Conference Room (4hr limit) (25 ppl max)	\$35	*A/B Classroom (half day) (25 ppl max)	\$20	

Person Responsible for Opening/closing/and insuring the facility is clean and secure during/after the even.

Name:	
Address:	
City/State Zip:	
Telephone Number:	

**Total Cost to Use Facility: \$ \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Office Use Only:**

Date Request Was Received/Received By Whom	___/___/___
Confirmed Date/Time Available/ Confirmed By Whom	___/___/___
Date Request Was Sent to Facilities	___/___/___
Date Request Was Approved/Denied	___/___/___

**Facility Notes/Questions/Concerns:**

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Request Approved [ ] or Denied [ ]  
Reason for being declined...

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Is cost associated with Rental: YES [ ] NO [ ]  
If yes;

Has Payment been Made: YES [ ] NO [ ]  
Additional Information about Payment

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Additional Notes:

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