

FIRST PARISH CONGREGATIONAL CHURCH
P.O. Box 114, 47 East Derry Road East Derry, NH 03041 (603) 434-0628

Building Usage Request Form

Organization Name	
Contact Name	
Address	
City, State, Zip	
Contact Phone	
Email Address	
Purpose of Event	

Please check if you would like to receive our Newsletter

Date(s) of Proposed Use _____ (Please attach schedule if function is on-going)

Set Up begins at _____ *Event* begins at _____

Event ends at _____ *Clean Up* ends at _____

Will an entrance fee/donation be charged at your event? YES [] NO []
Will this event raise funds for your organization? YES [] NO []

Please Choose the Room or Rooms desired. All Rooms are temperature controlled. Usage is based upon four hours, plus 30 minutes pre and post for set up and clean up. An additional donation will be suggested for longer events.

Function Building	Capacity	Suggested Donation
Currier Hall (max 335 ppl -standing room)	335 people	\$200
Currier Hall Kitchen - light use (Store items in refrigerator and use counters for staging)	N/A	\$75
Currier Hall Kitchen - full use (In addition to refrigeration, including use of gas stove.)	N/A	\$125
Luke Classroom (Versatile set-up available)	25 people	\$75
Cook Conference Room (Fixed Oblong Conference Table)	25 people	\$75
John Classroom – north end (Large room that is set up for church school. Groups may use far corner.)	20 people	\$50

Person Responsible for opening/closing/and insuring the facility is clean, all items returned to original locations and the building is secure during/after the event.

Name:	
Telephone Number:	

Would you like to make an additional donation to our Meetinghouse Rehabilitation Fund \$ _____

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:

Request Approved [] or Denied []

Reason for being declined...

Is there a cost associated with Usage: YES [] NO []

If yes:

Has cost been Received: YES [] NO []

Additional Information about cost to FPC

Additional Notes:

Description of Rooms Available for Use:

Currier Hall:

This spacious 47' x 51' function hall holds up to 335 people and is ideal for weddings, showers, fundraising events, and so much more. Outfitted with a stage as well as connected to a separate industrial kitchen off the back of the room. This room has a UVC filtration and cleaning stations available for use.



Currier Hall Kitchen:

This industrial 32'x14' kitchen is great for baking or cooking delicious food to share or sell. It's ideal set up allows for easy service with a functional serving table and window. There is ample space to walk around the long island, which is directly behind the industrial stove/refrigerator and freezer.





Luke Classroom

This is a great 31' x 23' space, perfect for small gatherings of up to 25 people, with flexible space for tables and chairs. Located in the basement of the Currier Building, it is located right next to the stairs and across from the men's and women's bathroom.

John Classroom:

This ideal meeting spot for up to 10 people, is located in the basement of the Currier Hall. It has a refrigerator/freezer that is also available for use if needed. It is down the hall from the restrooms and comes equipped with a cleaning station and UV filtration.



Cook Conference Room:

The Cook conference room is perfect for a more formal meeting location, holding up to 25 people. It is equipped with a white board, UV filtration system and a cleaning station.