



**Facility Use Agreement**  
**First Parish Church**  
PO Box 114 ~ 47 East Derry Rd  
East Derry, NH 03041

This Facility Use Agreement (“Agreement”) is between First Parish Church (“FPC”) and \_\_\_\_\_ (“User”) in exchange for using FPC’s building and property. User agrees to abide by the terms of this Agreement. All areas available for use and selected by User are to be utilized in accordance with this Agreement. User shall designate which areas they desire to use by placing a check mark next to each area on the list below. User shall have access only to the areas User has selected.

Are you a Non-Profit? Yes \_\_\_\_\_ No \_\_\_\_\_      Are you selling tickets or items at the event? \_\_\_\_\_

Date(s) requested: \_\_\_\_\_      Nature of Event: \_\_\_\_\_

Event start time: \_\_\_\_\_ am/pm      Departure time: \_\_\_\_\_ am/pm (all out of building)

Set up time needed: Yes \_\_\_\_\_ No \_\_\_\_\_      How long? \_\_\_\_\_

Areas available for use include (please check all those desired). Room Rate based on **FOUR** hours of usage and **30 minutes before and after** your event for setup and cleanup. Additional Room Rate will be discussed with User if more than 5 hours of event/setup/cleanup time is needed for the event – total room rate will be noted on page 3 of this document.

\_\_\_\_ Currier Hall 47’x51’ (335 people capacity ~ \$200 Room Rate)

\_\_\_\_ Kitchen 32’X14’ (\$100 Room Rate) **DISHWASHER IS NOT AVAILABLE FOR USE**

Please indicate if you need to use our Stove \_\_\_\_\_ Oven \_\_\_\_\_

\_\_\_\_ Corinthians (25 people capacity ~ \$75 Room Rate)

\_\_\_\_ Luke (25 people capacity ~ \$75 Room Rate)

\_\_\_\_ Cook (25 people capacity ~ \$75 Room Rate)

\_\_\_\_ John (20/40 people capacity ~ \$50/100 Room Rate)

Special needs/requests: \_\_\_\_\_

\_\_\_\_initial **Scheduling:** FPC makes a reasonable effort to accommodate groups and events, especially those that further our mission.

\_\_\_\_initial **Cancellation by FPC:** FPC reserves the right to cancel events due to unforeseen circumstances that would preclude the safe use of its facilities. In addition, FPC reserves the right to cancel or reschedule an event if use of facility conflicts with a funeral or similar unexpected pastoral care circumstance.

\_\_\_\_initial **Eligibility for use:** FPC reserves the sole right to determine whether the User or the User’s proposed program or activities is in keeping with the mission of FPC and is therefore an eligible use of the facility.

## RULES FOR USAGE

\_\_\_\_initial **Respect for the Facilities:** FPC's building is dedicated to Christian ministry. FPC expects that all who use any of our space will show respect for the physical assets that enable that ministry. Any users of the facilities must demonstrate diligence in caring for them.

Only the space agreed to in this Agreement may be used. No other space is available for use. Rest rooms are available and are considered part of this Agreement.

All invitees are expected to maintain decorum throughout the use of the facilities. User and its leaders of the event are responsible for maintaining discipline and ensuring that the requirements of this Agreement are adhered to.

\_\_\_\_initial **No Smoking, No Vaping, and No Alcoholic Beverages. Weapons or firearms (except those carried by on duty law enforcement officers) are not permitted in or around the grounds or buildings under any circumstances.**

\_\_\_\_initial **Maintenance of Facilities:** All areas used, including rest rooms, furnishings, and equipment must be returned to their original clean condition and arrangement. Spills must be mopped up, and any damage must be brought to our attention as soon as possible. User shall be solely responsible for any damage to the facilities and shall reimburse FPC for the repair of such damage or the replacement if repair is not reasonably possible. All garbage and plastic bags are to be placed in the trash bins and removed to dumpster in back parking lot at the conclusion of the event. All food in the refrigerator supplied by User must be removed at conclusion of event. No dishes, cooking supplies, food or staples found in the kitchen may be used.

\_\_\_\_initial **Animals:** Animals, except service animals as defined by the State of NH (<https://www.nh.gov/disability/documents/servicedogfaqs.pdf>), are not permitted in any facilities.

\_\_\_\_initial **Payment:** Full Room Rate is due at the time of request for use. A \$100 damage deposit (a separate check is required and will be returned once the facility is deemed back to its original state) is also required.

\_\_\_\_initial **Insurance:** Certificate of Insurance may be required.

\_\_\_\_initial **Security:** User will be responsible for the security of building and any damage incurred to the grounds, building, furniture or equipment to the total amount of the damage. All exterior doors will be locked at the end of your event. Exterior doors shall not be propped open. Any violation of this policy may cause termination of this Agreement.

\_\_\_\_initial **Facilities Use and Indemnification Agreement:** I/we have read the terms and rules of use of this Agreement. As User, we shall, to the maximum permitted by law, indemnify and hold harmless First Parish Church, each and all of its Ministry Oversight members, officers, employees, representatives, members and agents as well as its successors and assigns against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims, including attorneys' fees, by or on behalf of any person, party or governmental authority whatsoever arising out of: a) any failure by User and any of its trustees, officers, directors, employees, invitees, visitors, licensees, representatives, and agents, as well as its successors and assigns, to perform any of the requirements, terms, covenants or conditions of this Agreement, b) any accident, injury or damage, including without limitation injuries to persons and/or damage to property, which shall happen in or about FPC premises, however occurring, and maintenance, alteration, repair, use or operation of FPC premises, or any part thereof, during the term, c) any failure to comply with laws, ordinances, requirements, orders, direction, rules or regulation of any federal, state, town or city governmental authority, d) User's possession and use of FPC premises and/or the operation of its business on FPC premises, whether or not such use is a permitted use. By signing this agreement, User agrees to the Terms and Conditions, Rules of Usage, the indemnification agreement, and the payment to First Parish Church. This Agreement may be cancelled unilaterally by either party with written notice, email, or verbal notice to the other party.

Total Room Rate: \_\_\_\_\_

Accepting for the USER:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Accepting for FPC:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Room Rate Amt Received: \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Damage deposit received: Check # \_\_\_\_\_ Cash \_\_\_\_\_

User's Driver's License Copied for Records: \_\_\_\_\_

Building Returned to Original State: \_\_\_\_\_

Date damage deposit returned: \_\_\_\_\_

Copy of this Agreement shared with User: \_\_\_\_\_

**FPC FACILITIES BOARD HAS FINAL APPROVAL FOR ALL BUILDING USAGE**

Notes to be shared with Facilities Board: \_\_\_\_\_  
\_\_\_\_\_

Date Facilities Board Made Decision: \_\_\_\_\_

Request approved by FPC Facilities or designee. Notes: \_\_\_\_\_

Request denied with explanation: \_\_\_\_\_  
\_\_\_\_\_