

First Congregational Church of Gardner
REQUEST FORM
FOR USE OF THE FACILITIES AND/OR PREMISE OF

All Church groups and Outside groups/organizations/individuals must fill out this request form and gain "approval of use" from the FCC Trustees.

Church sponsored groups will have free use of the **Parish Hall**. All outside groups and/or individuals are requested to donate the established user fee, in correlation with the "Policy & Payment for Use of Church Facilities", revised on February 7, 2007. The Trustees have the discretion to waive required fees, as they deem appropriate.

To be considered a "Valid Request", this form must be filled in, signed, dated and submitted to the Church office at least four (4) weeks prior to the function date. The Church office will forward the request to the Trustees and notification of their decision will be forwarded to the applicant within one week of the receipt.

Upon approval, a deposit of \$150.00 (non-refundable) is required (bank check, money order or cash – **no personal checks**) to hold the reservation. Two (2) weeks prior to the event date, the balance due must be paid in full, (bank check, money order or cash--**no personal checks**). In the event a request is denied, the applicant will be asked to submit an alternate date. Every attempt will be made to accommodate each request.



Request Date: ___/___/___
NAME: (organization, group or individual) _____
EVENT: Meeting ___ **Wedding** ___ **Recital** ___ **Other:** _____

Event Date: ___/___/___
Time: ___:___ am/pm to ___:___ am/pm

I/WE ARE REQUESTING THE USE OF:
 Parish Hall Church Parlor Sanctuary

Parish hall & Kitchen Parlor & Kitchen Church Grounds
Other combination _____ **Purpose:** _____

I/WE ARE IN NEED OF:
Minister Organist Custodian Wedding Coordinator
 *(All are required for a wedding)
Requested by: _____ **Title:** _____
Phone: _____
Email: _____

	<u>Member</u>	<u>Non Member</u>
Recitals in Hall	Voluntary	\$150
Recitals in Sanctuary	Voluntary	\$300
Hall Only	Voluntary	\$150
Hall & Kitchen	\$125	\$200
Sanctuary	Voluntary	\$300
Other Combination	See Trustees	See Trustees
Weddings/Funerals		
Sanctuary	Voluntary	\$500
Minister	(Honorarium)	\$350
Organist*	\$150	\$150
Custodian*	\$150	\$150
Consultant*	\$150	\$150

FOR OFFICE USE:

Request Received: ___/___/___ **By** _____
Forwarded to Trustees ___/___/___
Approved ___/___/___ **Denied** ___/___/___
Signature _____ **Title** _____
Reason for denial _____
Comments: _____