



**FIRST PARISH CHURCH OF GROTON**  
 1 Powderhouse Road  
 P.O. Box 457  
 Groton, MA 01450  
 (978) 448-6307  
 office@uugroton.org

## Facilities Use Request Form

Please read our Buildings & Facilities Use pamphlet to review all policies, procedures and rules associated with using or renting church facilities. Return this form along with any applicable rental fee and security deposit to the attention of the Office Administrator (Susan Parks) at the address to the left.

CONTACT & EVENT INFORMATION		
Name:	Are you a member of First Parish? YES <input type="checkbox"/> NO <input type="checkbox"/>	Single Use Request? <input type="checkbox"/> Recurring Use Request? <input type="checkbox"/>
Company/Group/Organization Name:	Will you personally be attending the function? YES <input type="checkbox"/> NO <input type="checkbox"/>	For recurring, (circle) WEEKLY MONTHLY OTHER
Street Address:	Is your group: FOR PROFIT <input type="checkbox"/> NON-PROFIT <input type="checkbox"/>	Date(s):
City/State/Zip:	Type of Function (i.e. meeting, social, memorial service, party, sales etc.)?	Day of Week:
Telephone:		Start Time:
E-Mail:	Estimated # of Attendees: _____ Adults _____ Children	End Time:
Describe the purpose of your group or organization:		

SPACE REQUESTED <i>(number inside parenthesis lists room capacities)</i>		SPECIAL CONSIDERATIONS <i>(check all that apply)</i> Requires approval from the FPCOG Board of Trustees	
Sanctuary (250) <input type="checkbox"/>	Great Room (40) <input type="checkbox"/>	Will alcohol be consumed? <input type="checkbox"/>	Will money change hands? <input type="checkbox"/>
Vestry (100) <input type="checkbox"/>	2nd Floor Classroom (10) <input type="checkbox"/>	Will live music be involved? <input type="checkbox"/>	Will the event be open to the public? <input type="checkbox"/>
Vestry & Kitchen <input type="checkbox"/>	Minister's Study (10) <input type="checkbox"/>	Will there be open flames from candles, fireplace, etc? <input type="checkbox"/>	Will assistance from the church be required for setup or cleanup? <input type="checkbox"/>
1st Floor East Wing (30) <input type="checkbox"/>	2nd floor East Wing (15) <input type="checkbox"/>	Will the room(s) be used between 11 pm & 7 am? <input type="checkbox"/>	Will a waiver from any fee(s) be requested? <input type="checkbox"/>
Other (specify) <input type="checkbox"/>		Will the function use outside areas on church property? <input type="checkbox"/>	
If you checked any special considerations above, please provide details here. Use the back of the form if you require more room.			

*I have read the Buildings and Facilities Use pamphlet, understand the rules set forth within and agree to abide by them.*

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

Extra space to explain Special Considerations from page 1.

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**FOR OFFICE USE**

Rental Fee:	Date Due:	Key Required? YES <input type="checkbox"/> NO <input type="checkbox"/>
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*For one-time use rentals, payment is due 14 days prior to your event. For continuing use rentals, payment arrangements can be made with the Office Administrator at the time you submit your Facilities Use form.*

Date Rental Fee Received:	Key Issued on:
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Security Deposit: YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, amount:	Date Security Deposit Returned:	Key Returned on:
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*If a security deposit is required, it must be paid when submitting the Facilities Use Request form. Security deposits are returned within one week after your event takes place, provided that no extraordinary cleanup is required or damages are incurred by the church resulting from your rental.*

FPCOG Representative Required: YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, WHO?:	Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>	Date Rep. Fee Received:
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*If a paid FPCOG representative (Sexton) is required, payment is due 14 days prior to the event, along with the facilities payment.*

**FOR BOARD OF TRUSTEES**

APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/> CONDITIONAL <input type="checkbox"/>	Date:	Signed:
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Describe Conditional Approval requests:

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Comments:

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