

FIRST PARISH UNITARIAN UNIVERSALIST CHURCH  
2 Westford Street, Chelmsford, MA 01824 (978) 256-5133

**APPLICATION FOR USE OF CHURCH FACILITIES  
FOR WEDDINGS or MEMORIAL SERVICES/FUNERALS**

Names of Couple: \_\_\_\_\_  
Address/es: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DATE & TIME** \_\_\_\_\_  
**Rehearsal** Date and Time (if applicable) \_\_\_\_\_  
**ALL FEES (other than Deposit) TO BE PAID ON REHEARSAL DATE**  
If no rehearsal is planned, then payment is requested at least one week prior to the event.  
Date of Service (and rehearsal if applicable) \_\_\_\_\_  
Time (include reception if any): From \_\_\_\_\_ To \_\_\_\_\_

**FEES for ALL COUPLES**

**DEPOSIT/RESERVATION & SEXTON FEE** *payment due with application* \$100 \_\_\_\_\_

**SEXTON** All couples pay the refundable (up to 3 months prior to event date) deposit. If you cancel later than 3 months, or proceed with your event, the deposit will be used to pay the **Sexton fee** of \$100.00. **Sexton time beyond 5 hours will be billed to the couple at the rate of \$20/hour after the event.**

**ORGANIST** *payment due at rehearsal* Rate available at first contact.  
The church organist has right of first refusal, and must approve all other keyboard musicians.

**MINISTER** *payment due at rehearsal* Members: none Non members/\$500  
The minister has right of first refusal, and must approve whomever officiates.

**SPACE FEES FOR MEMBERS** (Chapel or Sanctuary) \$125 (includes deposit) \_\_\_\_\_  
If no sexton use, the fee for members is \$25. Any extraordinary cleaning/maintenance needed before the following Sunday Service will be charged to the member at the rate of \$20/hr.

**FOR NON-MEMBERS** *final payment due at rehearsal*

Sanctuary (seats 200+) \$350. (includes deposit) \_\_\_\_\_  
Sanctuary with reception in vestry \$450. \_\_\_\_\_  
Chapel (seats 50+) \$200. (includes deposit) \_\_\_\_\_  
Chapel, with reception in vestry \$250. \_\_\_\_\_