

Sanbornton Congregational Church  
PO Box 126  
Sanbornton, NH 03269  
Tel: 603-286-3018

## USE OF CHURCH UNDERCROFT

We are pleased to offer the use of our handicap-accessible church undercroft facilities to local individuals and organizations for gatherings of up to seventy-five (75) people, for community or family celebrations and functions. This space is used regularly for Church Sunday activities and for Church mid-week committee meetings and meals. Therefore, it is necessary to schedule any other activities well in advance.

Contact the Board of Property/Finance at the above address to make inquiries, or to request waivers to the following rules:

1. Church supplies (i.e. kitchen and/or dining room pans, dishes, food, paper goods, etc.) are not to be used without specific written permission of the Board. If permitted, there will be an additional charge.
2. Our piano may be played. Other church equipment (copier, television, DVD player, etc.) is not to be used.
3. The Church school nursery, classrooms and furnishings are not to be used.
4. If you wish to decorate walls for your function, prior arrangements must be made to have church pictures, etc. removed. (A \$20 extra charge will be assessed.)
5. All furniture is to be left/returned where found, unless previously approved by the Board.
6. Smoking in the building is prohibited.
7. Limited use of alcoholic beverages is permitted, (i.e. Champagne toast, table wine, or punch.) Open bar or BYOB is not permitted.

The fees contributed will help defray the cost of maintenance and utilities. All trash is to be removed from the premises by the persons using the facility. The board reserves the right to assess additional fees if the facilities are not left in the condition that they were found.

### Fee schedule:

- |  |           |
|--|-----------|
| • Meeting room only, up to 4 hours                   | \$75.00   |
| • Kitchen-catered food prepared off-site             | No Charge |
| • Kitchen-food prepared on-site                      | \$25.00   |
| • Custodial service (Separate check to: Jen Timmons) | \$50.00   |

6 June 2023

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APPLICATION FOR USE OF CHURCH UNDERCROFT

I have read the attached rules for use of the Church Undercroft. If this application is approved, I agree to abide by the rules.

I wish to use the facilities for \_\_\_\_\_ (name of  
Organization or group) for this purpose: \_\_\_\_\_  
on this date: \_\_\_\_\_ from: \_\_\_\_\_ time to: \_\_\_\_\_

Enclosed is a check for \_\_\_\_\_ in accordance with the suggested contribution  
schedule, made out to: SANBORNTON CONGREGATIONAL CHURCH

Signed: \_\_\_\_\_

(Person responsible for premises)

DATE:

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

Telephone: \_\_\_\_\_

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

Rules waived or adjusted by the Board of Property/Finance: \_\_\_\_\_

Approved by: \_\_\_\_\_ Board Representative

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