



**– Rules for the rental/use of the Sanbornton Old Town Hall –**

1. Rental fees are \$25 per day during seasons when heat is not required, \$50 per day during seasons when heat is required;
2. A security deposit of \$50 is required in addition to the rental fee. The security deposit will be returned after the key has been returned and the hall has been verified to be in the same condition as prior to rental. Failure to clean the hall and/or damage to the hall will result in fees being deducted from the security deposit;
3. Fees and security deposits are to be paid in advance of the rental;
4. All trash and/or materials (including personal or committee) used by the renter or their party; must be removed immediately after the use of the hall, by the renter;
5. The facility is to be left in the same condition as found prior to the rental; including tables & chairs
6. Any damage caused by the renter or persons in the renter's party will be the responsibility of the renter ;
7. Any damage must be reported immediately to the Town;
8. No alcohol or drugs (which are not prescribed by a licensed physician) may be brought onto or used on Town Property;
9. No smoking in Town Buildings;
10. No open flames or fires in or on Town Property;
11. No pets allowed;
12. Food or items (including refrigerators & freezers) belonging to the Sanbornton Food Pantry may not be used by the renter or their party at any time;
13. The handicapped entrance and passage way to and through the Old Town Hall, may not be in anyway or at any time be obstructed; Wheel Chair access must be maintained at all times
14. All doors and windows must be closed at the end of the rental term;
15. Lights will be turned off prior to leaving the building;
16. If the heating system is used it must be turned off immediately after use;
17. The building must be locked after use;
18. Any special equipment required is the responsibility of the renter;
19. The key to the Old Town Hall may be picked up the last business day before the rental and must be returned on the next business day;
20. Failure to abide by these rules will result in the renter being banned from the future use of the facility.

I \_\_\_\_\_ have read and understand the above rules and agree to abide by them.

Name: \_\_\_\_\_ (Please Print)

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Fee:    \$25    \$50 (circle one)            Security deposit: \$50

Collected by: \_\_\_\_\_ ( Please Print)    Date: \_\_\_\_\_