

Randolph Church

Use of Church for Special Services and Events

Request Form

To secure your request, please return this completed form to the Church Clerk at teczarelizabeth@gmail.com, if possible, or by mail to Elizabeth Teczar, 63 High Acres Rd. Randolph, NH 03593 as far in advance of the requested date as possible.

1. _____
Group or Individual requesting use
2. Address: _____

3. Telephone: Landline _____ Cell Phone: _____
4. Email: _____
5. Purpose of Event: _____
6. Date(s) Requested: _____
7. Time of Day: Begin: _____ End: _____
8. Estimated number of people: _____

The person/organization requesting the use of the church agrees to be responsible for any property damage that results from the use of the church. Please report any damage to the Vice-Moderator immediately.

To help with upkeep, there is a fee for use of the church:

- \$100.00 for all special services and events
- \$25.00 for heating during October – April
- \$125.00 for snow plowing, if necessary

The amount due for the building usage, which will be confirmed by the Clerk, is payable to the Randolph Church, P.O. Box 204, Gorham, NH 03581 and should be sent when the event is confirmed. The fees for the officiant and organist should be paid directly to them.

_____ I have read the guidelines and understand the building restrictions and fees.

Signature: _____ Date: _____

For information contact:

Church Clerk: Elizabeth Teczar teczarelizabeth@gmail.com
Church Moderator: Rev. John Weatherly jweathe951@aol.com
Vice-Moderator: Sarah Eusden Gallop seg@mit.edu