SCHOOLHOUSE TABLE & CHAIR USE FORM

Form: EDCA-1, Reviewed: 03/31/25

I would like to use the following items housed at the Monhegan Schoolhouse
__tables (Quantity: _____) and/or **__chairs (Quantity: _____)**
during the following date(s) and time period(s):

_____

for the purpose of: _____.

I have read the Monhegan School rules for using the tables and chairs (EDCA-A & EDCA-B) and I agree to abide by them. I assume full responsibility for any damage that may occur to the tables and chairs removed from schoolhouse buildings. If provided the Schoolhouse and/or Shed key(s) to gain access to the equipment I use, I assume full responsibility for any damage that may occur to the building(s) or contents as a result. I agree to return the Shed Key to its location in the Schoolhouse and the Schoolhouse Key to the school committee member or other designated person from whom I received it as instructed in the time frame requested, or by the end of the rental period.

Organization that I, the sponsor, represent (if any): _____

Signature of sponsor: _____ Date: _____

Email: _____ Phone: _____

A use fee (cash or check payable to "**Monhegan School"**) must accompany this form to secure use unless exemption applies. Fees: $10/table/48 hour period; $1/chair/48 hour period

Please submit form to: MonheganSchChair@gmail.com
Applicable fees (with check written to "Monhegan School") should be mailed to:
Monhegan School, Attn: Building Manager, PO Box 8, Monhegan, ME 04852.

**********for school use**********

Rental Fee $_____or Exempt_____ Date payment received:_____

Additional Charges $_____ Date payment received:_____

Refund Due (if any) $_____ Date payment sent:_____

Rental Fee Received by: _____

Signature: _____, Date: _____

Key Returned by: _____, Date & time: _____
Notes: