

**SCHOOL GROUNDS USE REQUEST FORM**

Form: KFB-2

I would like to use the Monhegan School Grounds during the following date and time period:

\_\_\_\_\_

for the purpose of \_\_\_\_\_.

**Maximum number of participants:** \_\_\_\_\_

**If you need chairs and/or tables, please indicate estimated number:** \_\_\_\_\_ Chairs  
\_\_\_\_\_ Tables

I have read the Monhegan School rules for use of the School Grounds and I agree to abide by them. The organization listed below assumes full responsibility for any damage that may occur to the Grounds, School Shed or its contents while I have the Shed key. I agree to return the key to the school committee member or other designated person from whom I received it immediately after the event (or in extenuating circumstances, to contact the school committee immediately to make other arrangements).

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

Signature of sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Is this a fundraising event?** No \_\_\_ (No fee.) Yes \_\_\_ (Fee: \$10 per hour for fundraising events.)

**Will you need electricity?** No \_\_\_ (No fee.) Yes \_\_\_ (Fee: Based on duration at \$0.70/ KWH.)  
Describe the items you will want to plug into 1 or 2 exterior sockets:

\_\_\_\_\_  
\_\_\_\_\_

If "yes" to either question above, a notice of total use fees due will be emailed after the event.

**Please submit form to:**

**Jessica Stevens at [thepugbrothers@gmail.com](mailto:thepugbrothers@gmail.com), PO Box 326, Monhegan or in person.**

**If applicable, mail fees to PO Box 326 (write checks to "Monhegan Plantation").**

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

Use Fee \$ \_\_\_\_\_ Date payment received: \_\_\_\_\_

Electricity Fee \$ \_\_\_\_\_ Date payment received: \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_ Date payment received: \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_ Key given to: \_\_\_\_\_

Fees Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: