

SCHOOL GROUNDS USE REQUEST FORM

Form: KFB-2, reviewed 03/25/24

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 \$0.78/ 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: 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*****

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: