

## SCHOOL GROUNDS USE RULES

Code: KFB-B

1. The school grounds will be available to use by island organizations (i.e. “Sponsor”) during the summer break from 8:00 AM to 8:00 PM.
2. The maximum number of participants for a given event must be pre-determined to plan for safety of the public. Any increase must be conveyed to the School Committee Chairman prior to the event.
3. All applicable US and Maine CDC orders & guidance including for masking is expected to be followed. Please consult the Local Health Officer at (207) 350-7512 if needed.
4. No general use fee will be charged to island organizations when conducting non-fundraising business. A fee of \$10.00/hour will be charged to island organizations for fundraising events. Monhegan School reserves the right to cancel use to accomplish essential school business, governmental business or building repair, maintenance and/or improvement work that unavoidably conflicts with an already scheduled use.
5. A clear, written plan and pre-approval is required to share use with a second organization.
6. A completed Use Request Form must be received by the School Committee member managing the school grounds to secure reservation of a use period and before use of the grounds can be permitted.
7. The school grounds are provided without bathroom facilities. Use of portable heaters is prohibited.
8. For any sponsor requiring electricity, an electricity use fee will be worked out case by case at the current electricity rate. Use of the school shed exterior outlet must be approved in advance. Use of interior electrical outlets is prohibited. Monhegan School reserves the right to bill the sponsor for any electricity cost associated with use of a school outlet. The sponsor organization is responsible for providing a well-maintained extension cord.
9. For chair & table use, the Shed key may only be acquired by requesting it from the School Committee member in charge of use or by making an alternative arrangement with a school committee member. The Shed key must be returned immediately at the end of the use period. Shed entry should be limited to 1 individual representing the organization whenever possible.
10. Neither smoking nor the consumption of alcoholic beverages is not permitted on the school grounds.
11. Animals must be on leash during events on school grounds.
12. The Sponsor shall be present for the entire event. Pre-arrangement is required for any substitute.
13. The sponsor is responsible for leaving grounds in the same good order as found on the same day as used (or early the following morning when pre-arranged). This includes cleaning and disinfecting any tables/chairs used (cleaning supplies provided) and disposal of all trash and recycling. The sponsor is responsible for paying for any cleaning and/or repair expenses incurred by the School to return the grounds to the condition they were in at the start of the sponsor's use.

Revised: 03/25/24