SCHOOLHOUSE TABLE & CHAIR USE FORM

Form: EDCA-1, Created: 08/29/17

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 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 driver of the Monhegan Trucking truck (available at every ferry arrival), 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 in person to Jessica Stevens, by email to thepugbrothers@gmail.com or to PO Box 326, Monhegan, ME 04852. Send required fee (if applicable) to PO Box 326.

**********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: