SCHOOLHOUSE TABLE & CHAIR USE FORM Form: EDCA-1, Reviewed: 03/25/24 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. \$____or Exempt____ Date payment received: Rental Fee Additional Charges \$ 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: