SCHOOLHOUSE RENTAL FORM

Form: KFB-1, Revised: 03/31/25

I would like to rent the Monhegan Schoolhouse during the following date(s) and time period(s):

_____

_____

for the purpose of: _____.

I have read the Monhegan School rules for renting the Schoolhouse (KFB-A) and I agree to abide by them. I assume full responsibility for any damage that may occur to the building or its contents while I have the Schoolhouse key. I agree to return the key to the school committee member or other designated person from whom I received it and to do so within 24 hours of the end of the rental period (or sooner if arranged in advance).

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

Signature of sponsor: _____ Date: _____

Email: _____ Phone: _____

A rental fee (cash or check payable to "**Monhegan School"**) must be submitted to secure your reservation. **Fees: $20 per hour for 6 AM to 6 PM, $25 per hour for 6 PM to 12 AM. Rental of more than 12 hours between 6:00 AM to 12:00 AM is $250 per day.**

Please submit form to: MonheganSchChair@gmail.com

Any applicable fees should be mailed to:
Monhegan School, Attn: Building Manager, PO Box 8, Monhegan, ME 04852.
Cash payment can be arranged by emailing the address above.

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

Rental Fee $_____ 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: