SCHOOLHOUSE RENTAL RULES Code: KFB-A, Revised: 03/31/25

1. The schoolhouse will be available to rent during the summer at the following times and rates:
   a. 6:00 AM to 6:00 PM - $20 per hour
   b. 6:00 PM to 12:00 AM - $25 per hour
   c. rental of more than 12 hours between 6:00 AM to 12:00 AM - $250 per day

   The total fee for rent shall be paid at the time of reservation. Cleaning, should it be required, will be billed to the sponsor/renter. Total rental fee is nonrefundable with the exception that Monhegan School reserves the right to refund fees should a rental be canceled to accomplish essential school business, governmental business or building repair, maintenance and/or improvement work that unavoidably conflicts with an already scheduled rental.

2. No subletting or sharing of a rental period is permitted.

3. A completed rental form and rental fee (when applicable) must be received by the School Committee member to secure reservation of a rental period and before access to the Schoolhouse can be permitted.

4. It is understood that the Schoolhouse is rented without heat or bathroom facilities. Use of portable heaters is prohibited.

5. Use of electricity, other than to operate the building's existing lights, a single computer, and a single projector must be approved in advance. Monhegan School reserves the right to bill the sponsor/renter for any electricity cost associated with use of equipment not listed above.

6. No smoking is allowed in the Schoolhouse. The consumption of alcoholic beverages is not permitted in the building or on the grounds.

7. Animals are not permitted in the Schoolhouse, except as stated in the policy IMG - Animals in School and with prior approval of the Superintendent.

8. The Schoolhouse key may only be acquired by requesting it from the School Committee member in charge of rentals or by making an alternative arrangement with a school committee member. The School key must be returned within 24 hours of the end of the rental period (or sooner if arranged in advance).

9. A School Committee member or a designated responsible person (in most cases, the "sponsor" signing the rental form) shall be present at all non-school functions.

10. The sponsor/renter is responsible for setting up and putting away chairs and tables, sweeping the floor at the end of the rental period, disposing of trash and recycling, and leaving the building in good order. Windows must be closed and doors must be locked when the building is vacated.

11. The sponsor/renter is responsible for arranging for and paying for any necessary cleaning services required to return the building to the condition it was in at the start of the rental period. Cleaning or repairs, should they need to be arranged for by the School Committee, will be billed to the sponsor/renter. In cases of governmental use, the Plantation may make arrangements with the School Committee for the School custodian to provide cleaning services at the Plantation's expense.

Reference: Use of the Schoolhouse policy (KFB)