Use of the Schoolhouse NEPN/NSBA Code: KFB

1. General

The schoolhouse shall be used primarily for educational purposes and secondarily as a community building. It may be used at other times, if circumstances permit, for functions from which personal monetary profit is derived. Only State and Federal elections shall supersede school activities.

Non-school activities may be defined broadly as:

A. Governmental: In this category are State and Federal elections and Plantation meetings. A Plantation official has the responsibility for preparing the Schoolhouse for these functions and for seeing that the building is returned to its proper order at the close of such meetings.

B. Community: In general no rent will be charged for community events, but in some instances a fee may be levied to cover the cost of electricity or the use of equipment. Monhegan-based non-profit organizations will not be charged rent except when a use is for the purpose of raising money.

C. Commercial: In this category is any event for which admission or tuition is charged. The School Committee shall establish each year a schedule of rental fees for this use of the Schoolhouse.

D. Small Group or Individual Activities: In this category is use of the piano, stage or other equipment for practice or other activity not readily accommodated elsewhere. The judgment of the School Committee in consultation with the Superintendent as to whether these activities may be held in the Schoolhouse shall prevail.

2. Rental Prohibitions

No non-school function(s) shall be held which will interfere with school sponsored activities except for State and Federal elections. No rentals may be accepted during the week prior to the opening of school.

3. School Committee Responsibilities

The School Committee shall be responsible for the booking of non-school functions and for designating the person(s) to oversee the activity for which the building is to be used. The School Committee member in charge of rentals will be responsible to the Committee for the scheduling of rentals, the accounting of rental fees and any expenditures (in cooperation with the Business Manager), and the condition of the building before and after each rental. The one exception is when the building is

used for Governmental Functions where such responsibilities fall on the Plantation officials. Keys to the building shall be kept by all members of the School Committee, the lead teacher, custodian and caretaker. Keys may be provided to support staff, Plantation Assessors and municipal department leaders when authorized by the Superintendent (OR after the Superintendent is notified.). A list of all issued keys will be maintained by the Chair and Superintendent.

4. Rules Governing Non-School Function.
Non-school functions shall not interfere with school sponsored activities and there will be no rentals accepted during the week prior to the first day of the school year. For governmental uses, written permission shall be required from a School Committee member. For Community and Small Group and Individual uses, verbal or written permission shall be required, at the discretion of the School Committee. For Community uses involving fundraising and for Commercial uses, a rental form shall be required in which the renter assumes responsibility for any damage.

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 a 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 and doors must be closed and 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.

Adopted: 1989, 10/01/92 and 08/19/02 depending on the section
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