

SCHOOLHOUSE RENTAL FORM

Form: KFB-1, Revised: 01/23/18

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 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.

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 accompany this form to secure your reservation. Fees: \$15 per hour from 6 AM to 6 PM and \$20 per hour from 6 PM to 12 AM.

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 \$ _____ 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: