

**APPLICATION FOR THE USE OF THE
MARTHA'S VINEYARD REGIONAL HIGH SCHOOL Fax: 508-696-7743**

Name of Organization: _____ Contact Person: _____

Phone # home _____ work _____ cell _____

Email _____ Type of Organization: Please check one

Facility/Space/Room- requested _____

Date(s) _____

Hours - from _____ am pm

until _____ am pm Number of participants _____

MVRHS non profit/ Prof.Dev.	
MVRHS Profit *	
Community Non Profit **	
Community Profit	
Island Non Profit	
Off Island for Profit	
Island Youth Organization	

Purpose of event _____

Will money be collected? _____ If yes, for what purpose? _____

Will food be consumed in the building? _____ If yes, where? _____

Will food be prepared in the cafeteria or kitchens? _____

EXPLANATION OF NORMAL CHARGES: Insurance Policy requested yes no

Room / Area	MVRHS NP / Prof. Dev / Island Youth Group	MVRHS profit	Non Profits	All Other For Profits
Classroom	0.00	20.00	20.00	40.00
LCR / Tech Room	0.00	40.00	40.00	60.00
Library or Café	0.00	50.00	50.00	70.00
Kitchen or 1/2 Gym	0.00	100.00	100.00	120.00
Parking Lot	0.00	100.00	100.00	120.00
Athletic Field	0.00	100.00	100.00	300.00

A Check payable to MVRHS must accompany this form

Additional fees: Custodial Overtime at the rate of \$40.00 /hour (2 hour minimum) will be charged for use of facility when custodians are not normally on duty. A set up fee of \$10.00 may be charged.

MVRHS is not responsible for any items brought into the building or left in the building.

All groups are responsible for leaving the facility clean, neat and set up in the manner it was rented in. This includes trash.

Signature _____ Date _____

* **Conflict of Interest Clause** Unwarranted Privileges

Section 23(b)(c) prohibits a public employee from using or attempting to use his or her official position to secure for himself or others unwarranted privileges or exemptions which are of substantial value and which are not properly available to similarly situated individuals;

Example: A staff member employed by a public school may not use office space, classroom space, word processors, telephones, photo copiers or fax machines to conduct a private business. Section 23 (b)(2) dictates that the use of public time and resources must be limited to serving public uses rather than private businesses.

** Non Profit organizations must submit a copy of their NP 501-C form or provide us with their NP tax ID # _____

Office Use - On Calendar _____ Fee collected _____ Contact notified _____ Insurance checked _____

COVID-19: You agree that your employees, invitees, guests, and agents will follow all CDC, Massachusetts state and Oak Bluffs Board of Health guidance concerning COVID-19, including appropriate social distancing and the use of personal protective equipment ("PPE") such as face coverings, gloves, and other equipment if necessary. You are responsible for acquiring the necessary PPE before the event and providing your employees, invitees, guests, and agents with the PPE at the entrance of the facility if they do not have it already.

If the District determines your employees, invitees, guests, and agents are not abiding by CDC, Massachusetts and Oak Bluffs Board of Health COVID-19 guidelines or are not using appropriate PPE while at the Facility, the District may evict you from its premises immediately.