

**APPLICATION FOR THE USE OF THE  
MARTHA'S VINEYARD REGIONAL HIGH SCHOOL**

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone # home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Email \_\_\_\_\_ Type of Organization: Please check one

Facility/Space requested \_\_\_\_\_

Date(s) \_\_\_\_\_

Hours - from \_\_\_\_\_ am pm

until \_\_\_\_\_ am pm

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? \_\_\_\_\_

MVRHS non profit	
MVRHS Profit *	
Community Non Profit **	
Community Profit	
Island Non Profit	
Off Island for Profit	
Island Youth Organization	

**EXPLANATION OF NORMAL CHARGES:**

Room / Area	MVRHS NP / 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 \_\_\_\_\_