



# Martha's Vineyard Regional High School

100 Edgartown Road P.O. Box 1385 Oak Bluffs, MA 02557

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Sara Dingley, Principal  
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Mark Friedman, Finance Manager  
Mary MacDonald, Guidance Director

## FACILITY USAGE EXPECTATIONS

Martha's Vineyard Regional High School encourages the use of the school building, athletic fields and grounds by the island's K-8 schools and community for educational, recreational, civic, and cultural activities. We believe that school facilities are an important resource in developing and sustaining lifelong learning, and encouraging citizen participation in community activities.

When space is available at times that do not interfere with Martha's Vineyard Regional High School's instructional programs; student activities; or activities of school-related groups; K-8 schools and community members may reserve school facilities on a scheduled basis by submitting a **Building Use Form to the Facilities Director**.

It is the responsibility of the event organizer to assure that all members of the group are aware of these policies. Failure to adhere to the facility expectations outlined here may affect a group's privilege to use these facilities in the future.

## BUILDING USAGE EXPECTATIONS

- All non-school events will require evidence of a certificate of insurance.
- All set-up, equipment, and space usage must be pre-approved by submitting a Building Use Form to the Facilities Director.
- All decorations must be pre-approved by the Facilities Director.
- Custodial fees will be assessed for outside group functions as indicated on the Building Use form.
- Police Detail will be required for all events that expect to exceed 350 people or for attendance less than 350 people at the discretion of the Facilities Director based upon the type of event. This expense is the responsibility of the Event Organizer.
- Please report any damage or problems immediately to the Facilities Director.
- Groups must provide adequate supervision for their activity. In particular, children less than 18 years old may not be left unsupervised while on the premises, inside or outside.
- All event set-up items, food, equipment and personal items must be removed immediately following your event.
- Return all areas used to their original set up condition.
- If custodial fees were not charged for your event;
  - Clean up must be done immediately following your event.
  - All trash and recycling must be bagged and put in the outside dumpsters in back of facility.

- No Food is allowed outside of the cafeteria or dining area.
- No Tobacco and No Alcoholic Beverages
  - Groups agree there shall be no tobacco products, no use of smoking devices (to include nicotine vapor products, alternative nicotine products, electronic cigarettes and Hookah pens), no alcoholic beverages, and no illegal drugs on MVRHS property, including in school buildings, parking lots and athletic fields.
- Building usage is restricted to those areas as outlined on the Building Use form.
- All signage or decorations must be removed at the end of the event or activity by the Event Organizer.
- Movement of furniture or equipment between rooms is not allowed without prior approval through the Facilities Director.
- Because of limited space, furniture, equipment or staff availability, a request from any group may be denied. All groups using the building must use only the equipment and furniture agreed upon.
- Equipment owned by MVRHS is not to be removed from the MVRHS premises without permission.
- Animals should not be brought into any part of the building except for working/guide dogs. Any animals on building grounds must be on a leash and the owner is responsible for waste clean up.
- Use of athletic fields and grounds for outdoor activities must be approved Facilities Director prior to the event. Examples of activities: bon fires, outdoor concerts, sports activities on the grounds or in the parking lot, etc.

## **KITCHEN USAGE EXPECTATIONS**

- Only written pre-approved access to the kitchens is allowed.
- Prior to an approved event, the event organizer will meet with the Facilities Director regarding kitchen usage and clean up.
- The kitchen is to be cleaned according to the Board of Health guidelines.
- Remove all leftover food, beverages and any other non-school items you purchased and brought to use in the kitchen.
- Outside caterers will not be granted access to the kitchen.
- No food may be sold or used for fundraising purposes without prior approval.
- If any school-owned kitchen item or equipment is damaged during your group's use, it should be reported immediately to the Facilities Director. Repair/Replacement will be the responsibility of the Event Organizer.
- Purchase and use of all consumables (plastic cups, paper plates, napkins, knives and forks) and food are the responsibility of the group reserving the kitchen.
- School coffee-makers are not available for use. If you wish to serve coffee, please bring your own coffee and coffee maker.

- We respectfully ask that you adhere to this policy for the use of MVRHS's kitchen. Failure to do so may affect your privilege to use these facilities. If you have any questions about the use of the kitchen or this policy, please contact mtaus@mvyps.org.

## REQUIRED SIGNATURE

**As the Event Organizer, I will attend the entire event.** I agree to abide by all the information contained on the Building Use form and the Facility Usage Expectations and all verbal/written instructions given by the MVRHS Facilities Director. I indemnify Martha's Vineyard Public Schools and Martha's Vineyard Regional High School for any loss, damage or injury related to this event. I accept all liability for the event and agree to fully pay for any damage to the Martha's Vineyard Regional High School, including repair and/or replacement costs.

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Signature

Date

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Phone

Email

**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 requested \_\_\_\_\_

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

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

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

Purpose of event \_\_\_\_\_

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

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 \_\_\_\_\_