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.

COVID-19 Facility Usage Expectations

External and internal meetings and events can be scheduled based on the number of individuals that can safely meet in person using CDC/Massachusetts/local recommendations for social distancing, and the District’s designated policies and procedures for being on campus or in any portion of the facility.

As of December 26, 2020, the following addresses indoor and outdoor social gatherings (ref: COVID-19 Order No. 59):

1. Indoor gatherings are limited to 5 persons per 1,000 square feet of accessible, indoor floor space and never more than 10 persons in a single enclosed, indoor space.
2. Outdoor gatherings in enclosed, permitted or leased spaces are limited to 25% of the maximum permitted occupancy of the facility or 5 persons per 1,000 square feet and never more than 25 persons in a single outdoor space that is enclosed, permitted, or leased.

Room Capacities

1. The current room capacities are outlined by the fire code for each room’s square footage. The number of people in the room should not exceed 8 persons per 1,000 square feet or 10. Diagrams of the space should then be used to determine if social distancing is practical based on that number of individuals.
2. Room set up details would need to follow proper safe distancing for individuals participating in meetings or events:
   a. Theater seating: moveable chairs must be 6’ apart and the rows should be 6’ apart; for non-moveable seating, attendees must sit at least 6’ apart, using every two chairs.
   b. Classroom seating: one individual per table, all attendees must remain 6’ apart.
   c. Round tables: depending on the dimension of the table, recommended at a maximum of 3 individuals per table ensuring all attendees remain 6’ apart.
3. The number of groups in any given space will be limited to one per day to allow for proper deep cleaning and sanitization of the space by the custodial staff using proper disinfectants before another meeting or event is scheduled in the same room.
4. The number of groups on the school grounds or in the building will be limited to avoid congestion in public spaces. This will be based on overall building square footage and recommendations from the Facilities Director and approval by the Principal or designee.
Personal Protective Equipment

1. PPE must be worn on high school property for anyone attending a meeting or event. The event organizer is responsible for providing PPE to their guests attending the event as outlined in the COVID-19 agreement language on the Facility Use Agreement.
2. No food and beverage is allowed inside of the building except with prior approval.
3. Food and beverage arrangements for outside events would need to follow the guidelines set by the Oak Bluffs Board of Health.

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 including COVID-19 requirements 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.

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 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.

______________________________________________
Signature                                      Date

______________________________________________
Phone                                         Email
APPLICATION FOR THE USE OF THE
MARHTA'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

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 __

<table>
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<th>Room / Area</th>
<th>MVRHS NP / Prof. Dev / Island Youth Group</th>
<th>MVRHS profit</th>
<th>Non Profits</th>
<th>All Other For Profits</th>
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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, photocopiers 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 ________

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