

PHS

*****THIS FORM TO BE COMPLETED BY
PHS FACILITY COORDINATOR ONLY*****

REDUCED FEES APPLICATION

(This application is valid for one school year only. You must reapply each year.)

Organization: Community Outreach City of Pdx

Contact: Rebecca Tillson Phone: 503-823-2827

Date of Application: 9/8/15 Date(s) of event: Oct. 20th, 2015

Purpose of Use: Neighborhood Open House for the
'Green Street Project'

The organization/event must meet the criteria for 'REDUCED' by attaching the requested supporting documentation (see criteria below). Also, A FACILITY USE APPLICATION must accompany this form.

CRITERIA

- Group must directly serve the Parkrose community
- No admission, entry, or other fee will be charged to participants or spectators
- Attach a copy of constitution (if applicable)
- Attach a current list of members with addresses (if applicable)

QUOTED FEES

- FACILITY FEES	\$	<u>204-</u>
- EQUIPMENT FEES	\$	<u>24-</u>
- TECH SERVICE FEES	\$	
- THEATER FEES	\$	
- CUSTODIAL FEES	\$	<u>116-</u>
TOTAL RENTAL FEES	\$	<u>344-</u>

CUSTOMER PROPOSED FEES

- FACILITY FEES	\$	<u>102-</u>
- EQUIPMENT FEES	\$	<u>24-</u>
- TECH SERVICE FEES	\$	
- THEATER FEES	\$	
- CUSTODIAL FEES	\$	<u>8-</u>
TOTAL RENTAL FEES	\$	<u>126-</u>

Additional Conditions or Terms (if applicable):

History of Facility Use with Parkrose School District:

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

- FACILITY FEES	\$	102-
- EQUIPMENT FEES	\$	24-
- TECH SERVICE FEES	\$	
- THEATER FEES	\$	
- CUSTODIAL FEES	\$	0
TOTAL RENTAL FEES	\$	126-

Approved Denied : *D. J. R...* Date: 7/16/15
Building Principal/Designee

Administration Recommendation & Comments:

H Gray Date 9/23/15
Superintendent Signature

Superintendent Recommendation & Comments:
please approve

BOARD ACTION:
Approved Denied Date _____

PARKROSE HIGH SCHOOL FACILITIES USE APPLICATION

"Parkrose Community Groups/Non-Profit Organizations"

Parkrose High School - 12003 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2739

Today's Date: 9/8/15 For Office Use Only
Received by: [Signature] Date: 9/8/15

Organization: City of Pdx Community Outreach Non-Profit Tax ID#: _____

Contact: Rebecca Tillson Phone: 503-823-2827

Email: Rebecca.Tillson@portland.oregon.gov

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
Oct 20 th	Tue	Cafeteria	5:00 - 8:30p	

FACILITY FEES:

- Student Center (4hrs) \$204.00 x 1 = \$ 204
- Kitchen (4hrs)* \$204.00 x = \$ _____
- Community Rooms (4hrs) \$ 51.00 x = \$ _____
- Student Courtyard (4hrs) \$102.00 x = \$ _____
- Band Room (4hrs) \$ 51.00 x = \$ _____
- Choir Room (4hrs) \$ 26.00 x = \$ _____
- Classroom (4hrs) \$ 26.00 x = \$ _____
- Library (p/hr) \$ 51.00 x = \$ _____
- West Parking Lot (4hrs) \$153.00 x = \$ _____
- Pool (up to 25 people/ 2hrs) \$102.00 x = \$ _____
- Pool (swim meet/ 2hrs) \$306.00 x = \$ _____
- Gym (2hrs) \$ 51.00 x = \$ _____
- Wrestling Rm (4hrs) \$ 26.00 x = \$ _____
- Dance Room (4hrs) \$ 26.00 x = \$ _____
- Locker Room (each/4hrs) \$ 26.00 x = \$ _____
- Tennis Courts (4 courts/2hrs) \$ 51.00 x = \$ _____
- Track (p/hr) \$ 51.00 x = \$ _____
- Football Field (2hrs) \$ 51.00 x = \$ _____
- Baseball Field (2hrs) \$ 51.00 x = \$ _____
- Upper Soccer Field (2hrs) \$ 51.00 x = \$ _____
- NE Soccer Complex (2hrs) \$ 76.00 x = \$ _____
- Softball Field (2hrs) \$ 51.00 x = \$ _____

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 26.00 p/hr.
 **Facilities are charged based on units above. PHSCC will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- Podium * \$ 6.00 x = _____
- Microphone * \$ 11.00 x = _____
- TV/VCR/DVD \$ 11.00 x = _____
- Choral Risers \$102.00 x = _____
- Sound System \$ 26.00 x = _____
- Chairs (p/chair) \$ 2.00 x = _____
- Tables (p/table) \$ 6.00 x 4 = _____
- Bleachers (1 side) \$ 51.00 x = _____
- Swim Scoreboard (p/use) \$102.00 x = _____
- Gym Floor Cover \$204.00 x = _____
- Field Lights (per hr) \$ 51.00 x = _____
- Volleyball Net (3 nets/p use) \$ 51.00 x = _____
- Lining Baseball Field \$ 51.00 x = _____
- Initial Set up & Lining Soccer Field \$255.00 x = _____
- Lining Soccer Field (maintenance) \$102.00 x = _____
- Initial Set up & Lining Football Field \$587.00 x = _____
- Lining Football Field (maintenance) \$102.00 x = _____
- Scoreboard \$ 26.00 x = _____

*PHS Tech Service - Customer to be charged \$31.00 p/hr for those events requiring technology assistance.
 ** PHS is a wireless building. Please provide your own technology & equipment.

CATERING/FOOD REQUIREMENTS

- ◆ All Catering must be contracted by Parkrose Food Service (503-408-2122), or one of our Preferred Caterers.
- ◆ If you are not using Parkrose Food Service, you are required to choose from our list of Preferred Caterers, which may be provided to you upon request (503-408-2697). Additionally, a Parkrose Food Service employee will be required for all kitchen use at a rate of \$26.00 p/hr.
- ◆ All food must be consumed/served in the PHSCC Student Center and will be added to your contract and invoice.

THEATER RENTALS:

Date(s)	Day(s) of week	PACKAGE(s)	Access Time - Exit Time	Expected Attendance

Completed by: [Signature] 9/16/15 Custodial #29 x 4 = \$116

Short-Term Lease Agreement

This agreement is entered into on **September 14, 2015** by and between the City of Portland ("Lessee"), a municipal corporation of the State of Oregon acting by and through its Office of Management and Finance – Facilities Services, and **Parkrose High School** ("Lessor").

In consideration of the mutual covenants and upon the terms and conditions set forth in this agreement, Lessor leases to Lessee and Lessee leases from Lessor the following: **Parkrose High School** ("the Premises"). Lessee claims no prior interest in the Premises and acknowledges Lessor's ownership interest and right to lease the Premises to Lessee.

IT IS AGREED:

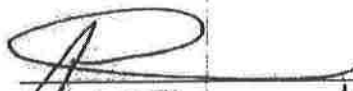
1. Term. This lease shall commence on **October 20, 2015 at 5:00 pm** ("the Start Date and Start Time") and terminate on **October 20, 2015 at 8:30 pm** ("the End Date and End Time"), unless sooner terminated under the provisions of this agreement.
2. Termination. This agreement may be terminated by either party upon ten days' written notice to the other party.
3. Rent. Lessee shall pay Lessor **\$102.00** as rent for the Premises plus **\$24** for the use of 4 table to total **\$126**.
4. Use of the Premises. Lessee shall use the Premises exclusively for **Argay Green Street Project Public Open House** and shall obey all applicable laws and regulations.
5. Cleaning deposit; damages. Lessee will pay Lessor a cleaning deposit of **\$ 0.00** Lessee shall return the Premises in a condition as good as or better than it was before the Start Date and Start Time. Lessee's failure to do so will result in forfeiture of the cleaning deposit.
6. Insurance. Lessee is a self-insured entity and Lessor will not require Lessee to obtain additional insurance coverage.
7. Legal action. If suit or action is instituted to enforce compliance with any term of this agreement, each party is responsible for its own attorney's fees.
8. Notices. Any notices required or permitted by law or this agreement to be given to either party shall be effective upon mailing by United States certified mail, addressed as specified below:

To Lessor: **Parkrose High School
12003 NE Shaver Street
Portland, OR 97220**

To Lessee: **City of Portland**
Bureau of Environmental Services
1120 SW 5th Avenue, Room 1000
Portland, OR 97204

9. Entire Agreement. This agreement is the final expression of, and contains the entire agreement between, the parties with respect to this lease of the Premises and supersedes all prior understandings with respect to it. This agreement may not be modified or terminated, nor may any obligations under it be waived, except by written instrument signed by the party to be charged or by its agent duly authorized in writing.
10. Counterparts, Signatures. This agreement may be signed in two or more counterparts, each of which will be deemed an original and which, when taken together, will constitute one and the same agreement. The parties agree that this transaction, including any amendments, may be conducted by electronic means, including the use of electronic signatures.

IN WITNESS WHEREOF, the parties have executed this agreement.



For: Sharrice Lewis, CPA.

Date: 9/15/15


Bureau of Environmental Services, City of
Portland

Date: 9/22/15

Approved as to Form:


Deputy City Attorney

Date: 9/21/15

Ⓢ Use this form in lieu of PSD.
District form. Same Procedures. 