

\*\*\*This Form to be completed by Parkrose Staff ONLY\*\*\*

**REDUCED FEES APPLICATION**

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

Organization: Jazz express big band

Date of Application: 9/12/19 Date(s) of event: Sep - August

Purpose of Use: Music Rehearsal

A FACILITY USE APPLICATION must accompany this form.

Reason for waiving fees & for profit or nonprofit, partner, PTO, etc?:

Been with parkrose for a long time, never paid fees, support parkrose music education. Asking to pay 0.

**Quoted Fees:**

- Facility Fees	\$ <u>7640</u>
- Nutrition Staff Fees	\$ _____
- Equipment Fees	\$ _____
- Technology Staff Fees	\$ _____
- Theatre Fees	\$ _____
- Custodial Fees	\$ _____
- Event Manager Fees	\$ _____
- Percentage Discount _____%	\$ _____
<b>TOTAL RENTAL FEES</b>	<b>\$ <u>7640</u></b>

**PSD Administrator Approved Fees:**

- Facility Fees	\$ _____
- Nutrition Staff Fees	\$ _____
- Equipment Fees	\$ _____
- Technology Staff Fees	\$ _____
- Theatre Fees	\$ _____
- Custodial Fees	\$ _____
- Event Manager Fees	\$ _____
<b>TOTAL RENTAL FEES</b>	<b>\$ _____</b>

Additional Conditions or Terms (if applicable):

History of Facility Use with Parkrose School District:

Approved  Denied : Molly Trush Date: 9.12.19  
Building Principal/Designee Signature

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

BOARD ACTION:  
Approved  Denied  Date \_\_\_\_\_

Building Requested:  
**Parkrose School District Facilities Use Application – Parkrose High School**

Today's Date: 9-12-2019

Organization: Jazz Express Big Band if applicable/Non-Profit Tax ID#:

Contact: Maury Hippenstiel Phone: 503-320-5924

Email: hippenstiel7182@comcast.net

Address PO Box 321 City Gresham State OR Zip 97030

Reason for rental: Rehearsal space in band room

If your request exceeds the space below, please attach your detailed needs.

Date(s)	Day(s) of week	Facility Space(s)	Time	Attendance
	mondays	Band Room	Enter Time & Exit Time (including your setup/breakdown): 5:30-9:30 PM Event Start time:	Expected Attendance: 17
			Enter Time & Exit Time (including your setup/breakdown):  Event Start time:	Expected Attendance:

Equipment needs/other:  
 "See Attached Schedule for dates"

Fees listed below for your information, please allow the facilities coordinator to complete the monetary portions for accuracy:  
 Facility Fees per hour (rentals outside of building operational hours may require 2-4 hour minimum rental to be determined by Facilities Coordinator & Principal.)

	PHS	# days x # hours		PHS	# days x # hours
Student Center/Commons	250	x = \$	Dance Room	50	x = \$
*Kitchen	100*	x = \$	Locker Room	15	x = \$
Outdoor Courtyard	51	x = \$	Tennis Courts	100	x = \$
Music/Band Room	60	11 x 4 = \$ 2640	Track, Field, Bleachers	400	x = \$
Choir Room	60	x = \$	Stadium Bleachers	50	x = \$
Classroom	50	x = \$	Stadium Bathrooms	50	x = \$
Library/Media Center	100	x = \$	Baseball Field	250	x = \$
Parking Lot(s)	100	x = \$	Softball Field	250	x = \$
Conference Rooms	40	x = \$	Soccer Field(s)	200	x = \$
Rossi Main Gym	200	x = \$	NE Soccer Complex	300	x = \$
Wrestling Room	50	x = \$			

Pool rental rates to be determined ~ please contact the District Office 503-408-2100

\*Parkrose School District (PSD) Nutrition Service Staff should be scheduled for all Kitchen use at \$ 30.00 per hour.

Equipment Fees per item		PHS		PHS	
Podium	12	x = \$	H.S. Gym Floor cover	400	x = \$
Microphone	25	x = \$	Field Lights (per hour)	100	x = \$
Projector**BYO computer	15	x = \$	H.S. Volley Ball Net (3)	100	x = \$
H.S. Choral Risers	200	x = \$	Lining Baseball Field	100	x = \$
Sound System	60	x = \$	Soccer set-up & Lining	300	x = \$
Chairs	3	x = \$	Lining Soccer (maint.)	300	x = \$
Tables	12	x = \$	Football set-up & Lining	600	x = \$
Indoor Bleachers (per side)	100	x = \$	Lining Football (maint.)	600	x = \$
H.S. Swim Scoreboard	200	x = \$	H.S. Football Scoreboard	50	x = \$
			Piano	60	x = \$

\*\*Tech Service -- Customer to be charged \$35 per hour for those events requiring technology assistance.

\*\* All Parkrose Schools have public Wi-Fi throughout. Please provide your own computer/devices.

High School Theater Rental - If your request exceeds the space below, please attach your detailed needs.				
Date(s)	Day(s) of week	Facility Space(s)	Time	Attendance
			Enter Time & Exit Time (including your setup/breakdown):  Event Start time:	Expected Attendance:
			Enter Time & Exit Time (including your setup/breakdown):  Event Start time:	Expected Attendance:
Equipment needs/other:				

*Fees listed below for your information, please allow the facilities coordinator to complete the monetary portions for accuracy:*  
**Theater Packages\*\* & Fees:**

**PACKAGE "A"**

This package includes: Stage to mid-stage curtain (26' of depth), use of front curtain, up to 4 microphones, 4 stage monitor speakers, house CD player(s), up to 8 standard lighting cues, 1 A/V component set-up, theater supervisor w/1 crew member.

- 4 Hours      \$ 995 x \_\_\_\_\_ = \$ \_\_\_\_\_       Additional Hour beyond 4      \$ 265 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 8 Hours      \$ 1460 x \_\_\_\_\_ = \$ \_\_\_\_\_       Additional Hour beyond 8      \$ 332 x \_\_\_\_\_ = \$ \_\_\_\_\_

**PACKAGE "B"**

This package includes: All of Package "A", full stage to up-stage curtain (44' of depth), up to 4 additional microphones (8 total), up to 24 standard lighting cues, up to 3 rigging moves, access to dressing/make-up rooms, theater supervisor w/2 crew members.

- 8 Hours      \$ 1566 x \_\_\_\_\_ = \$ \_\_\_\_\_       Additional Hour beyond 8      \$ 364 x \_\_\_\_\_ = \$ \_\_\_\_\_

**PACKAGE "C"**

This package includes: All of Packages "A" & "B", full access to lighting and sound system inventories, up to 150 lighting cues, up to 40 sound and/or A/V cues, up to 10 rigging moves, theater supervisor w/3 crew.

- 8 Hours      \$ 1790 x \_\_\_\_\_ = \$ \_\_\_\_\_       Additional Hour beyond 8      \$ 397 x \_\_\_\_\_ = \$ \_\_\_\_\_

**LOAD-IN / LOAD-OUT PACKAGES**

Load-In / Load Out packages include: The load-in or load-out of your equipment, access to facilities based on above details, theater supervisor. They do not include PSD equipment operation or cueing.

- 4 Hours      \$ 663 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 8 Hours      \$ 994 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Additional Theatre Equipment Fees** No Client shall operate or make any adjustments to the Lighting Console, Sound Console or any lighting equipment without prior permission from the Theater manager. Adjustments made without prior approval will incur penalty fees:

- |  |                       |   |                       |
|--|-----------------------|---|-----------------------|
| <input type="checkbox"/> Row of Seat Removal & Reinstall     | \$265 x _____ = _____ | <input type="checkbox"/> Dance Floor            | \$292 x _____ = _____ |
| <input type="checkbox"/> Orchestra Pit - Removal & Reinstall | \$464 x _____ = _____ | <input type="checkbox"/> Choral Risers          | \$132 x _____ = _____ |
| <input type="checkbox"/> Vocal/Instrumental Microphone       | \$ 10 x _____ = _____ | <input type="checkbox"/> Projection Screen      | \$ 33 x _____ = _____ |
| <input type="checkbox"/> Wireless Microphone                 | \$ 66 x _____ = _____ | <input type="checkbox"/> Music Stands (p/stand) | \$ 4 x _____ = _____  |
| <input type="checkbox"/> Grand Piano (w/standard tuning)     | \$265x _____ = _____  | <input type="checkbox"/> Video Projector        | \$198 x _____ = _____ |

**Catering/Food Requirements**

- ◆ All Catering should be contracted thru Parkrose Nutrition Services (503-408-2122). Administrator approval required if you are not using Parkrose Nutrition Services. Additionally, a Parkrose Nutrition Services employee may be required for any kitchen use at a rate of \$30 p/hr.
- ◆ All food must be consumed and served in the PSD Facilities designated areas.

**Custodial Fees\*\*\*: These include lock/unlock of the building, alarming the building, cleaning, event set-up/re-set, bathroom sanitizing and re-stocking, supplies/materials, and general maintenance.**

- ◆ Monday – Friday, operating hours = \$35 p/hour
  - ◆ Non School days & after operating hours = \$45 p/hour
- \*\*\*Custodial fees may not be charged if a custodian is already on duty. Cleaning/set-up and break-down will then become the responsibility of the renter. \$45 per hour fee applies if the spaces rented aren't left the way you found them and/or renter pulls the custodian away from his/her duties. Large events will require custodial fees.

**Event Manager: Paying for an Event Manager may be required depending on the scope of your rental and may double to cover some tasks that would otherwise require a custodian or technology support staff.**

Operating Hours \$35 x # of Custodial hours needed \_\_\_\_\_ = \$ \_\_\_\_\_ \$50 x # of Event Mgr. hrs. needed \_\_\_\_\_ = \$ \_\_\_\_\_  
 Non-Oper. Hrs. \$45 x # of Custodial hours needed \_\_\_\_\_ = \$ \_\_\_\_\_ \$50 x # of Event Mgr hrs. needed \_\_\_\_\_ = \$ \_\_\_\_\_

- Facility Fees	\$ 2640	Support Staff requirements determined by Facilities Coordinator and Building Administrator.
- Nutrition Staff Fees	\$ _____	
- Equipment Fees	\$ _____	
- Technology Staff Fees	\$ _____	
- Theater Fees	\$ _____	
- Custodial Fees	\$ _____	
- Event Manager Fees	\$ _____	
Subtotal \$ _____ less Discount _____ %	\$ 2640	<p>*10% (\$100 minimum) Refundable deposit if event cancelled within 60 days of rental date                  ** 50% of remaining deposit due 60 days prior to event date                  *** Remaining deposit due 2 weeks prior to event date                  *** Payment methods: Cash, Check, Cashiers Check                  - Credit Card Payments must be done in person</p> <p>Completed by: <u>[Signature]</u> Date: 9/12/19                  Facilities Coordinator</p> <p>Principal: _____ Date: _____</p>
<b>Total Rental Fees</b>	<b>\$ 2640</b>	

I/we understand the fees on page 1 & 2. If my application is accepted for the requested facility scheduled in Parkrose School District, we agree to meet all contractual, insurance, deposit and payment requirements during the agreement period. I/we agree to be responsible for the conduct of the audience in and about the building and for any damages beyond ordinary wear and tear, which occurs to this District property in regards to our use and occupancy thereof. I/we agree that District property will be used in accordance with the rules and regulations of the Board of Educations (See Policy KGAA). Upon approval a signed Facility Use Liability Release Form is required prior to facility use.

Organization or Individual Signature Mary H. [Signature] Date 9-12-2019

All rentals are subject to availability, please check with the building administrator. Classrooms may not be rented during teacher contract hours. Facilities may be rented on non-school days with administrator approval but paperwork may not be accepted and processed on non-school days. Please be sure facility applications for use during the summer or fall are submitted prior to the end of each school year. All rentals are subject to support staff availability when applicable. Application must be completed and turned in 45 school days prior to rental date for School Board consideration of reduced fees. Religious based organizations are excluded from receiving reduced fees due to Federal Law. All agents and employees connected with Licensee's use of the facility shall abide by, conform to and comply with all laws of the United States and the State of Oregon and all ordinances of the City of Portland, Oregon, and the rules and regulations of Parkrose School District, together with all rules and regulations of the Bureau of Police of the City of Portland. Individuals or Organizations who stay beyond the times indicated on this form will be subject to \$45 per hour penalty should District staff have to stay late. Individuals or Organizations are also subject to any charges incurred by the outside agency overseeing District's security, should they be called to the site. Any video or audio recording on District property must be Superintendent approved. Superintendent Signature/Date: \_\_\_\_\_

**For Office Use Only:**

Application received by:	<u>[Signature]</u>	Date: <u>9-12-19</u>
Support staff coverage confirmed by:	<u>[Signature]</u>	Date: <u>9-12-19</u>
Required Proof of insurance received by:	<u>[Signature]</u>	Date: _____
Required Facility Use Liability Release received by:	<u>[Signature]</u>	Date: <u>9-12-19</u>



**Facility Use Liability Release Form**  
Required to accompany Board Policy KGAC-AR-2

Revised: 7.12.19

Name of User/Organization/Renter/Client/Group (User): Jazz Express Big Band

Phone Number: 503-320-5924 Email: hippenstiel7182@comcast.net

Address: P.O. Box 321, Gresham, OR 97030

Facility being requested: band room

Description of Activity (Activity): Jazz band rehearsals

**Accessibility:** The District warrants that the District's facilities comply with all applicable regulations and guidelines of the Americans with Disabilities Act. The District has made every effort to make its premises accessible by removal of barriers wherever reasonable and has provided alternative services wherever barriers cannot be reasonably removed. User shall be responsible for compliance with the ADA in connection with activities that are controlled by the User, and the District shall not be liable for any loss resulting for User's failure to comply.

**Alteration, addition, or improvement:** User shall not make alterations, additions, or improvements to District property or equipment. If User makes an alteration, addition, or improvement in breach of this agreement, then the District in its sole discretion may require User to remove the alteration, addition, or improvement and restore the property to its original condition at User's expense; these expressly stated remedies are in addition to all other available remedies.

**Anti-Discrimination Policy:** User warrants that it does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, or any other protected status. The District reserves the right to deny use of District facilities to groups that do not comply with the District's anti-discrimination policy.

**Bloodborne Pathogens:** User agrees to adhere to the federal and state OSHA standards pertaining to bloodborne pathogens and any necessary clean-up of blood or other body fluids.

**Criminal Background:** User operating a school-age recorded program may not operate the program without performing criminal background checks for all staff and volunteers and becoming recorded with the Office of Child Care (Oregon Law 329A.257). User agrees that all of their employees who may have direct, unsupervised contact with District students will undergo the District's fingerprinting and criminal history background check and undergo the District's child abuse and sexual conduct reporting training on an annual basis.



## Facility Use Liability Release Form

Required to accompany Board Policy KGAC-AR-2

Revised: 7.12.19

**District's Name/Logo:** All uses of the District's name or logo must be approved in writing by the District's Superintendent prior to use. User shall not state or imply that the District sponsors or endorses User or is responsible for User.

**District's Policies:** User agrees that the school property will be used in accordance with the District's rules and School Board policies. Note that smoking, or the use of any drug, alcohol, or tobacco products, possession of firearms or weapons is strictly prohibited on all District property, including buildings and outdoor areas.

**Indemnification:** In consideration for use of the Parkrose School District's property, User agrees to waive and discharge any and all claims against the District and release it from liability for any loss regardless of cause, including claims for any negligent actions of the District or its employees or agents, to the fullest extent allowed by law, for User, its members, employees, agents, contractors, suppliers, or guests. User also agree to release, exonerate, discharge and Hold Harmless the District, its Board of Directors, the individual members thereof, and all officers, agents, employees, volunteers, and representatives from all liability, claims, causes of action, or demands, including attorney fees, arising out of injuries of any kind to User, or to its property, or losses of any kind which may result from or in connection with the use of the District's facility, up to and including injuries stemming from the negligent actions of the District or its employees or agents. User certifies and represents that it has the legal authority to waive, discharge, release, and hold harmless the released parties on behalf of itself and its members, employees, agents, contractors, suppliers, or guests.

**Insurance:** The User agrees to carry, maintain, and provide (prior to rental date) proof of general liability insurance coverage with limits of not less than \$2 million per occurrence for structure rentals or \$150,000 for non-building structures and to name the District as a named insured under the general liability insurance policy. Insurance coverage provided can not exclude sexual abuse/molestation. Licensee agrees to provide all required certificates of insurance to the District at least fifteen (15) calendar days prior to the time of occupancy. The parties agree that the specified coverage of limits if insurance in no way limit the liability of the licensee.

**Modification:** No modification, amendment, or alteration to the terms or conditions contained herein shall be effective unless contained in a written document and signed by the District's Superintendent. The District reserves the right to deny facility access for emergency school closures, holidays and furlough days. The District also reserves the right to modify seasonal rentals as needed to accommodate mid-year school programing changes.

**Payment:** Full payment for rental must be received prior to use of any facility.



**Facility Use Liability Release Form**  
Required to accompany Board Policy KGAC-AR-2

Revised: 7.12.19

**Property Damage:** User agrees to reimburse the District for damage to the District's property that is caused by User or User's members, employees, agents, contractors, suppliers, or guests.

**Repairs, Maintenance, and Cleanup:** At User's sole expense, User shall maintain in good repair the areas of the District's property utilized under this Agreement. As determined by the District's sole discretion, User agrees to repair, replace, or compensate the District for any cleanup required or for any damage sustained to District property arising from User's use of District property. Upon User's completion of use of the District's property, the User shall leave the property in the same or better condition as received.

**Right of Entrance:** The District retains the right to enter District property at all times during the term of this Agreement, including the property being used by User under this Agreement.

**Severability Clause:** This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

**Waiver:** Failure by the District to enforce any provision of this Agreement shall not be deemed a waiver of the provision or modification of this Agreement. A waiver by the District of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this agreement.

**User certifies to have read this document and fully understand its contents.**

Signature User or User's Authorized Representative: Wang H. H. H.

Date: 9-12-2019

## Jazz Express Rehearsal Schedule September 2019 – August 2020

Sept. 9, 23

March 9, 23

Oct. 7, 21

April 6, 20

Nov. 4, 18

May 4, 18

Dec. 2, 9

June 1, 15, 29

Jan. 6, 13, 27

July 13, 27

Feb. 10, 24

August 10, 17, 31





Kirstie Opel <opelkir@parkrose.k12.or.us>

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## Fwd: Facilities Use Application

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Kirstie Opel <kirstie\_opel@parkrose.k12.or.us>

Thu, Sep 12, 2019 at 11:27 AM

To: MAURY HIPPENSTIEL <hippenstiel7182@comcast.net>

Hey Maury,

This is the response I got from our Board Liaison:

"Please do tell the Jazz folks they need to put their appeal in writing for the board to review. It should detail what percentage of Parkrose residents/students are benefiting, what if any fees they are charging participants to be in our building, and what "in kind" contributions they can make to the high school to help offset the cost of their rental. I will ask Michael if he's okay with them practicing on the 23rd prior to the board meeting to approve or deny their request."

[Quoted text hidden]



**Kirstie Opel** <opelkir@parkrose.k12.or.us>

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## Fwd: Facilities Use Application

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**Kirstie Opel** <kirstie\_opel@parkrose.k12.or.us>

Fri, Sep 13, 2019 at 8:14 AM

To: MAURY HIPPENSTIEL <hippenstiel7182@comcast.net>

Hey Maury,

Just one note - I do need this write up by mid day on Tuesday, September 17th so I can add it to the Board Meeting files.

Thank you!

Kirstie

[Quoted text hidden]

**Kirstie Opel** <opelkir@parkrose.k12.or.us>

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**Current/Future Parkrose Renters**

1 message

**Kirstie Opel** <kirstie\_opel@parkrose.k12.or.us>

Mon, Sep 16, 2019 at 2:15 PM

Bcc: MAURY HIPPENSTIEL &lt;hippenstiel7182@comcast.net&gt;, Damian Califf &lt;dcaliff@hotmail.com&gt;, Tom Dufresne &lt;tom\_dufresne@parkrose.k12.or.us&gt;

Hello!

This is just a reminder to the folks who are requesting Reduced/Waived Rental Rates for a rental in the near future: I need your filled out rental application and your appeal for the School Board by noon tomorrow (9/17/19).

Once received, I have to get it approved and signed by the Principal of the school(s) you're requesting and then to our Board Liaison by the end Tuesday. If I don't receive your appeal, I will still submit what forms I currently have to the School Board. But the Reduced/Waived Rental form will not include your organizations history or benefits to Parkrose (because I don't know those). Your application will have a higher chance of approval if it includes an appeal from the organization. Please remember if you're looking for space at multiple schools, I need an application for each location.

Please let me know if you have any questions!

Cheers,

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**Kirstie Opel - She/Her**  
District Facilities Coordinator  
Parkrose School District  
(503) 408-2641



Kirstie Opel &lt;opelkir@parkrose.k12.or.us&gt;

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## Jazz Express request for non-profit group building usage

1 message

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**Lesley Bossert** <Lesley\_Bossert@parkrose.k12.or.us>

Mon, Sep 16, 2019 at 9:51 PM

To: kirstie\_opel@parkrose.k12.or.us

Hi Kristie,

I haven't had the opportunity to meet you but I am the "retired" choir director.....now taking on the band while Keija is on leave. I am contacting you with the information that you need for the Jazz Express request for building usage.

I have worked with Maury and Jazz Express at Parkrose since 2004. The group was instrumental in supporting the choir program for their trip to Carnegie Hall, which was our first fundraiser with them. We have benefited from this relationship that has continued for fifteen years. This has developed into an ongoing support of both the band and choir programs providing fundraising opportunities for the entire music department.

They present two concerts per school year with all the proceeds (\$1000 - \$1500 yearly) going to individual students and the band program. They have donated music stands (approximately \$1500), helped build shelves for instrument storage, provided an opportunity for students to sit in on rehearsals and given both the jazz band and Debonaires the opportunity to perform with amazing musicians.

I can't express my gratitude enough for this fine group of musicians. They have also helped our Parkrose family by providing music for two amazing benefit concerts. We held a benefit concert for one of our coaches (Coach Dave) and one of our high school students and ParkroseMS Sparrow, Felicia Seery (I have attached the poster). When you have this much history, it is hard not to get emotional when trying to make others understand the importance of this to so many students and extended members of the Parkrose community.

All of the members of the group give of their time to provide an opportunity for students to experience jazz at a high level of performance.

This connection with the community was an agreement made with the district fifteen years ago and has been an integral part of our growth as a department. We truly can't afford to lose this working relationship with Jazz Express.

Sincerely,

Lesley Ann Bossert

PHS Choirs 2000 - 2019

"We learned about honesty and integrity – that the truth matters...  
that you don't take shortcuts or play by your own set of rules...  
and success doesn't count unless you earn it fair and square."

~ **Michelle Obama**

Lesley Ann Bossert - Parkrose HS

It is good to have an end to journey toward:  
but it is the journey that matters in the end.

*Ursula K. LeGuin*

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**3 attachments****IMG\_2128.JPG**

342K



Kirstie Opel &lt;opelkir@parkrose.k12.or.us&gt;

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## Update on Jazz Express

1 message

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**Lesley Bossert** <Lesley\_Bossert@parkrose.k12.or.us>

Tue, Sep 17, 2019 at 6:54 AM

To: Kirstie Opel <kirstie\_opel@parkrose.k12.or.us>

I just realized that Jazz Express has actually used the building since it was built. Maury started the relationship with Mr. Tolon, our previous band director. His jazz band did a lot with them.....I was hired a few years after the building opened. If you have further questions, I can reach out to Mike.

Thanks - Lesley

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"We learned about honesty and integrity – that the truth matters... that you don't take shortcuts or play by your own set of rules... and success doesn't count unless you earn it fair and square." ~ **Michelle Obama**

Lesley Ann Bossert - Parkrose HS Choirs

503-408-2695

It is good to have an end to journey toward:  
but it is the journey that matters in the end.

*Ursula K. LeGuin*