

*****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: Movies In the Park

Contact: PNA / Annette Stanhope Phone: _____

Date of Application: 6.20.17 Date(s) of event: 7.28.17

Purpose of Use: gate and parking lot access adjacent
Knott City Park event
* Use Knott School Lot w/key access.

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

- | | |
|--|--|
| <input checked="" type="checkbox"/> Group must directly serve the Parkrose community
<input type="checkbox"/> No admission, entry, or other fee will be charged to participants or spectators | <input type="checkbox"/> Attach a copy of constitution (if applicable)
<input type="checkbox"/> Attach a current list of members with addresses (if applicable) |
|--|--|

QUOTED FEES

- FACILITY FEES	\$ <u>0</u>
- EQUIPMENT FEES	\$ <u>0</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>0</u>
TOTAL RENTAL FEES	\$ <u>0</u>

CUSTOMER PROPOSED FEES

- FACILITY FEES	\$ <u>0</u>
- EQUIPMENT FEES	\$ <u>0</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>0</u>
TOTAL RENTAL FEES	\$ <u>0</u>

Additional Conditions or Terms (if applicable): PNA is asking for a
gate key and permission to use Knott Building
parking lot. No building access.

History of Facility Use with Parkrose School District:

PNA Parkrose Neighborhood Association long time
partners.

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

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

Approved ☐ Denied ☐:

Date:

Building Principal/Designee Signature

Administration Recommendation & Comments:

H. Gay
Superintendent Signature

Date

6/22/17

Superintendent Recommendation & Comments:

please approve

BOARD ACTION:

Approved ☐ Denied ☐

Date _____

Elementary School: Knott Building

KGAC-AR-2
Adopted: April 2003
Revised: 2.15.17

Parkrose ELEMENTARY School – Facilities Use Application

“Parkrose Community Groups/Non-Profit Organizations”

Parkrose School District – 10636 NE Prescott Street – Portland, Oregon 97220 – Fax (503) 408-2140

Today's Date: 6.20.17

For Office Use Only

Received by: _____

Date: _____

Organization: PNA Movies In the Park Non-Profit Tax ID#: _____

Contact: Annette Stanhope Phone: 503-432-9050

Email: parkroseneighbors@gmail.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Elementary School	Access Time - Exit Time	Expected Attendance
7/28/17	Friday	Knott	all day 8:00-12:00	100

Facility Fees:

- ☐ Gym (2hrs) \$ 13.00 x _____ = \$ _____
- ☐ Main Field (2hrs) \$ 13.00 x _____ = \$ _____
- ☐ Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____
- ☐ Softball Field (2hrs) \$ 13.00 x _____ = \$ _____
- ☐ Classroom (4hrs) \$ 13.00 x _____ = \$ _____
- ☐ Stage (4hrs) \$ 51.00 x _____ = \$ _____
- ☐ Cafeteria (4hrs) \$ 51.00 x _____ = \$ _____
- ☐ *Kitchen (4hrs) \$ 51.00 x _____ = \$ _____
- ☐ Multi-purpose Room (2hrs) \$ 38.00 x _____ = \$ _____
- ☐ Multi-purpose Room (4hrs) \$ 75.00 x _____ = \$ _____

*Parkrose School District (PSD) Nutrition Service Staff may be scheduled for all Kitchen use at \$ 26.00 per hour

Facilities are charged based on units above (indicated in parenthesis). PSD will not invoice on the half, quarter, or partial units.

Equipment Fees:**

- ☐ Podium* \$ 6.00 x _____ = \$ _____
- ☐ Microphone* \$ 6.00 x _____ = \$ _____
- ☐ TV/VCR/DVD* \$ 11.00 x _____ = \$ _____
- ☐ Overhead Projector* \$ 6.00 x _____ = \$ _____
- ☐ Sound System* \$ 26.00 x _____ = \$ _____
- ☐ Piano \$ 26.00 x _____ = \$ _____
- ☐ Chairs (per chair) \$ 2.00 x _____ = \$ _____
- ☐ Tables (per table) \$ 6.00 x _____ = \$ _____

*Tech Service -- Customer to be charged \$31.00 per hour for those events requiring technology assistance.

** All Parkrose Schools have public Wi-Fi throughout. Please provide your own technology & equipment.

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 = \$29.00 p/hour
- ◆ Saturdays – 7:30am-3:00pm = \$29.00 p/hour
- ◆ Sundays – all hours & after operating hours = \$36.00 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. \$36 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.

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed = \$ N/A

\$36.00 x number of hours needed = \$ N/A

- Facility Fees \$ 0
- Equipment Fees \$ 0
- Technology Service Fees \$ 0
- Custodial Fees \$ 0


Total Rental Fees \$ 0

A 30% non-refundable deposit is required to secure your reservation.
FULL PAYMENT IS DUE – 2 WEEKS PRIOR TO RENTAL DATE


Completed by: Andrea Stevenson DATE 6.21.17
Facilities Coordinator


I/we understand the above fees. 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).

Organization or Individual Signature N/A Date _____



MOVIES IN THE PARK






ZOOTOPIA

(2016) PG- English with Spanish subtitles
Pre-movie entertainment from
Echoes of Yagurs

.....

Friday, July 28
Knott Park
NE 117th and Knott St 

 **MOVIES BEGIN AFTER DUSK**
Community event starts at **5PM**

.....

THANK YOU TO OUR PROGRAM SPONSORS

PRESENTING


COMCAST

PREMIERE

Z100 Portland | K103FM | Bank of America | 93.1 E Bay
Portland Public Schools Nutrition Services | Urban Gleaners | Portland Festival Symphony
David Douglas School District Nutrition Service | Oregon Food Bank

LEAD

NW Natural | Pacific Power | Next Adventure
Oregon Department of Education Child Nutrition Services | Oregon Blue Print
Collage | Shriners Hospitals for Children | Portland Parks Foundation



PORTLAND PARKS & RECREATION™
Healthy Parks, Healthy Portland

See schedule updates at portlandoregon.gov/parks/movies



MOVIES IN THE PARK





**THANK YOU TO OUR
NEIGHBORHOOD SPONSORS**



**PARKROSE
NEIGHBORHOOD
ASSOCIATION**

**PARKROSE HEIGHTS
ASSOCIATION/NEIGHBORS**
Portland, Oregon

Rovers


CareOregon®

**GROCERY
OUTLET**
bargain Market

Elmer's
breakfast • lunch • dinner

PARKROSE BUSINESS ASSOCIATION

In conjunction with
PARKROSE'S NATIONAL NIGHT OUT
Fun, FREE community event starts at 5:00PM. Enjoy
face painters, balloon art, sno-cones, and meet
police and fire representatives. We'll have birds from
the Audubon Society and llamas from Mountain
Peak Therapy Llamas. Plus, lots of information and
activities from American Red Cross, NET, the Humane
Society, and much more!



PORTLAND PARKS & RECREATION™
Healthy Parks, Healthy Portland



See schedule updates at portlandoregon.gov/parks/movies



Parkrose
School District
Portland, Oregon

Key or Card Holder Agreement (Facility Rentals)

Key(s)/Card(s) Holder Name:

Organization (if applicable):

Phone number:

Email address:

Photo ID type and number:

Mailing address:

Key(s)/card(s) are to be returned: (e.g., daily, upon completion of work, end of school year etc.)	
Key(s)/card(s) Issued: (key type/number, building, what it unlocks etc.)	
Reason for key(s)/card(s) being issued:	

Please do not mark keys with building/location names, if lost we would prefer they remain unidentifiable.

Please return the keys to _____ phone _____. If you cannot contact this individual, please call the Maintenance Department 503-408-2131 for instructions.

I, undersigned, acknowledge receipt of the key(s) or card(s) designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above key(s) or card(s). I further agree not to cause, allow or contribute to making of any unauthorized copies of the above key(s) or card(s). Furthermore, I understand and agree that a violation of this agreement or lost or stolen key(s) card(s) or locks may render me responsible for the expenses of the re lock/replacement for the affected areas. I also understand that my failure to adhere to the terms of this agreement could result in my being denied access to Parkrose School District property in future.

Print Name

Signature

Date

If items lost or stolen report immediately, please call the Maintenance Department 503-408-2131. Leave a phone message if they do not answer.