

Parkrose School District 3

Code: KGAB-AR(1)
Adopted: 04/03

FREE/DISCOUNTED FACILITY USE REQUEST FORM (Use this form to qualify an organization for continued free/reduced Facility Use)

In accordance with District Policy KGAB and KGAC, I am requesting approval and recognition as a District recognized organization, which meets the criteria for free or discounted facility use. I am declaring that this organization is directly benefiting the children and or citizens of the Parkrose School District and that our activities promote and support the vision and purpose of the Parkrose Public Schools.

Name of Organization: City of Portland Bureau of Planning & Sustainability

Address: 721 NW 9th Ave, Ste 350 Portland, OR 97209

Contact Person: Desiree Williams-Rajee Phone # 503-823-7632

Primary Purpose or Goal: Fix-It Fair January 30, 2010 a free community event where residents can learn healthy home tips and ways to save money during the winter. Fair includes: Daylong exhibits, workshops, free childcare and lunch

Financial Assets: N/A - Government Agency

Current Assets: _____ Current Liability _____

Income Source: _____ Amount: _____ month/year

Expense Source: _____ Amount: _____ month/year

Current Officers: _____

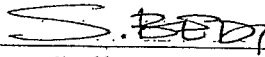
- Please attach a current set of:
1. Bylaws or other documents which guide this organization.
 2. Current roster of members and membership eligibility.

The Board may request additional information and/or detail. They may also request an interview prior to approval. The Board approval of this application will allow your organization to use school facilities without charge (or substantially reduced fee) in accordance with district policy KGAB and KGAC. Note: there may still be a charge for facility use based on added costs. Facility use without charge remains at the discretion of the District. The District will continue to identify and report costs associated with this rental.



Applicants Signature

Staff Recommendation: The Superintendent and staff make the following recommendations. Included are the estimated costs and impact of this request.



Staff Signature

OK K Gray 10/15/09

Board Action:

Action Date: 10/26/09 Approval Disapproval

Note: The cost associated with this rental will be identified by staff and assessed to the Community Center as part of the Boards/Districts Community Services budget. This action may require the use or transfer of funds from the General Fund to the Community Center Fund.

Conditions, Restrictions, Cost:

CHARGE \$580⁰⁰ FOR 2010 TO COVER CUSTODIAL COSTS ONLY. ORIGINAL REQUEST WAS FOR FREE USE, BUT DISTRICT MUST COVER CUSTODIAL FEES. THIS IS A SAVINGS OF \$1045.00 FROM LAST YEARS FEES.



City of Portland
Bureau of
**Planning and
Sustainability**

Sain Adams, Mayor
Susan Anderson, Director

Planning

1900 S.W. 4th Ave., Ste. 7100
Portland, OR 97201-5350

Phone 503-823-7700
FAX 503-823-7800
TTY 503-823-6868

Sustainability

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REC'D SEP 18

September 15, 2009

Dr. Karen Fischer Gray
Superintendent
Parkrose School District
10636 NE Prescott St.
Portland, OR 97220

Dear Dr. Fischer Gray and respected Members of the Parkrose School Board:

The City of Portland sponsored Fix-It Fairs are free events which help community residents learn healthy home and money saving tips. Over forty non-profit organizations and government agencies come together to provide workshops and information throughout the day. Experts are available to talk about water and energy savings, home and personal health, food and nutrition, community resources, recycling, and yard care.

The Fairs are held in the winter to coincide with the heating season, when utility bills are usually the highest. Each season we choose 3 locations around the City. Our selection process includes an evaluation of community demographics and the facilities' capacity to hold the variety of activities and volume of people that attend the event. Parkrose High School is scheduled for January 30th, 2010.

We believe Fix-It Fairs qualify for The Free Use of District Facilities designation because its primary purpose is to improve the well-being of residents within and around the neighborhood where the Fair is located. During these challenging economic times, the Fairs play an even more important role in helping families find simple and effective solutions to manage their home, health and finances. There is no charge to participate as an exhibitor, and there is no charge to attend. In addition, free child care and lunch are provided for attendees.

Fix-it Fairs have a limited City budget. The three fairs are accomplished through hundreds of hours of volunteer time, and many in-kind donations from people who are committed to the mission of the Fairs.

With support from the Parkrose School District, we believe the January 30th Fair at Parkrose High School can be even stronger than last year. It is our hope that the District approves our Free Use of Facilities application.

Best Regards,

Desiree Williams-Rajee
Events and Outreach Coordinator
Bureau of Planning and Sustainability
503-823-7632
desiree.williams-rajee@ci.portland.or.us

Parkrose High School and Community
 Center
 12003 NE Shaver Street
 Portland, OR 97220

Invoice

DATE	INVOICE #
10/24/2008	2906

BILL TO
City Of Portland, OSD Shaunna Sutcliffe 721 NW 9th Suite 350 Portland, OR 97209

TERMS	DUE DATE	RENTAL DATE
Payment Due 2 wee...	10/24/2008	Jan. 2009

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Stu-Center-NP	Student Center (4 hours) Friday 1/09/09 -- 4:30pm-6:00pm	1	200.00	200.00
Stu-Center-NP	Student Center (4 hours) Saturday 1/10/09 -- 7:00am-3:00pm	2	200.00	400.00
Classroom-NP	Classroom (4 hours) 8 rooms Saturday 1/10/09 -- 7:00am-3:00pm	16	25.00	400.00
TV/VCR-NP	TV/VCR (for childcare classroom) B 5/6	1	10.00	10.00
Chairs	Chairs (per chair) Will use cafe chairs included in Std. Ctr. package	0	1.00	0.00
Tables	Tables (per table) Will use 36 cafe rounds included in Std. Ctr. package	0	5.00	0.00
Custodian-NP	Custodial Fees (per hour)	4	25.00	100.00
Custodian-NP	Custodial Fees (per hour)	12	40.00	480.00
	*Custodial fees = Event set-up, tear down, cleaning/re-stock of restrooms and rented areas			
Projector-NP	Overhead Projector room A 3/4		5.00	5.00
Microphone-NP	Microphone -- Student Ctr		5.00	5.00
Sound Sys-NP	Sound System -- Student Ctr		25.00	25.00

30% non refundable deposit due to secure your reservation *BALANCE DUE 2 WEEKS
 PRIOR TO EVENT

Total

\$1,625.00