

Parkrose School District 3

KGAB-AR-2

Adopted: April/2003

Revised: Sept. 2, 2009

FREE/REDUCED FACILITY USE REQUEST

(Use this form for one time or limited request)

Organization Making Application GREG NAKASHIMA / CHESS FOR SUCCESS

Date of Application 12/11/09

Person Responsible GREG NAKASHIMA Telephone # 503-408-2966

Purpose of Use/Type of Program CHESS: REGIONAL TOURNAMENT

Purpose and Goal of Organization TO COMPETE IN CHESS AT A HIGH LEVEL. TO HOST A REGIONAL TOURNAMENT SO THAT PARKROSE PLAYERS HAVE AN EASIER TIME TO PARTICIPATE PR FOR PARKROSE MIDDLE SCHOOL.

You must meet the criteria for 'free' (see CRITERIA below) and attach the supporting information. The Facilities Coordinator will notify you of your disposition.. You will also receive a copy of this form for your records. Upon approval, you must fill out a Facility Use Application before facility use can take place.

CRITERIA *(TOURNAMENT EXPECTS APPROX. 300 PEOPLE)*

- Not to exceed 50 people *300 PEOPLE*
- Your group must directly serve the Parkrose community
- No admission, entry, or other fee will be charged to participants or spectators
- Attach a copy of your constitution (If Applicable)
- Attach a current list of members with addresses, (If Applicable)

Recommendation: PSD staff recommendations or comments: _____

ACTION:

Request Approved _____ Disapproved _____
PHSCC Building Principal/Designee PHSCC Building Principal/Designee

This request is granted _____
Date Range (Determined by PHSCC Principal)

Molly T
PHSCC Building Principal Signature

Date _____

Dms

not free but reduced - needs to pay 1-2 custodial fees. KG

Additional Conditions or Terms: (If Applicable) _____

AS
MD

PARKROSE MIDDLE SCHOOL - FACILITIES USE APPLICATION

Parkrose Middle School - 11800 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2998

For PMS Office Use Only
 Approved Declined

Today's Date: 11/12/09

Organization NAKASHIMA / CHESS Non-Profit Tax ID # _____
 Contact GREG NAKASHIMA Phone 503-408-2966 Cell 503-490-4582
 Address 221 NE 111TH City PORT State OR Zip 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>2/20/10</u>	<u>SAT</u>	<u>MIDDLE SCHOOL</u> <u>+ CAFETERIA, Gym</u>	<u>8AM - 4pm</u>	<u>250</u>

FACILITY FEES:

- | | | | |
|--|-----------------------------|--|-----------------------------|
| <input type="checkbox"/> Classroom (4hrs) | \$ 50.00 x _____ = \$ _____ | <input type="checkbox"/> Main Gym (2hrs) | \$ 50.00 x _____ = \$ _____ |
| <input type="checkbox"/> Cafeteria (4hrs) | \$200.00 x _____ = \$ _____ | <input type="checkbox"/> Small Gym (2hrs) | \$ 25.00 x _____ = \$ _____ |
| <input type="checkbox"/> Stage (4hrs)** | \$200.00 x _____ = \$ _____ | <input type="checkbox"/> Main Field (2hrs) | \$ 50.00 x _____ = \$ _____ |
| <input type="checkbox"/> Kitchen (4hrs)* | \$200.00 x _____ = \$ _____ | <input type="checkbox"/> Baseball Field (2hrs) | \$ 50.00 x _____ = \$ _____ |
| <input type="checkbox"/> Parking Lot (4hrs) | \$300.00 x _____ = \$ _____ | <input type="checkbox"/> Track (p/hr) | \$ 50.00 x _____ = \$ _____ |
| <input type="checkbox"/> Locker Room (each/4hr) | \$ 25.00 x _____ = \$ _____ | <input type="checkbox"/> Wrestling Rm (4hrs) | \$ 25.00 x _____ = \$ _____ |
| <input type="checkbox"/> Tennis Courts (4cts/2hrs) | \$ 50.00 x _____ = \$ _____ | | |

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 25.00 p/hr.
 **When renting the Stage, Cafeteria fees apply.
 ***Facilities are charged based on units above. PSD will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- | | | | |
|---|-----------------------------|---|------------------------------|
| <input type="checkbox"/> Podium | \$ 10.00 x _____ = \$ _____ | <input type="checkbox"/> Lining Baseball Field | \$ 100.00 x _____ = \$ _____ |
| <input type="checkbox"/> Microphone | \$ 10.00 x _____ = \$ _____ | <input type="checkbox"/> Initial Set up & Lining Soccer Field | \$ 250.00 x _____ = \$ _____ |
| <input type="checkbox"/> TV/VCR/DVD | \$ 20.00 x _____ = \$ _____ | <input type="checkbox"/> Lining Soccer Field (maintenance) | \$ 100.00 x _____ = \$ _____ |
| <input type="checkbox"/> Overhead Projector | \$ 10.00 x _____ = \$ _____ | <input type="checkbox"/> Initial Set up & Lining Football Field | \$ 575.00 x _____ = \$ _____ |
| <input type="checkbox"/> Sound System | \$ 50.00 x _____ = \$ _____ | <input type="checkbox"/> Lining Football Field (maintenance) | \$ 100.00 x _____ = \$ _____ |
| <input type="checkbox"/> Piano | \$ 50.00 x _____ = \$ _____ | | |
| <input type="checkbox"/> Chairs (per chair) | \$ 2.00 x _____ = \$ _____ | | |
| <input type="checkbox"/> Tables (per table) | \$ 10.00 x _____ = \$ _____ | | |

CUSTODIAL FEES:

- ◆ Monday - Friday, operating hours = \$28.00 p/hour
- ◆ Saturdays & Sundays - all hours & after operating hours = \$35.00 p/hour

Facilities Coordinator will complete this section:

\$28.00 x number of hours needed _____ = \$ _____
 \$35.00 x number of hours needed _____ = \$ _____

- FACILITY FEES	\$ _____
- EQUIPMENT FEES	\$ _____
- THEATER FEES	\$ _____
- CUSTODIAL FEES	\$ _____
TOTAL RENTAL FEES	\$ _____

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

Completed by: _____ DATE _____
 Facilities Coordinator

I/we understand the above fees. If my application is accepted for the requested facility scheduled at Parkrose Middle School, 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).

Client Signature [Signature] Date 11/12/09

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 \$25.00 p/hr.
- ◆ All food must be consumed/served in the PMS Cafeteria and will be added to your contract and invoice.

◆ INDIVIDUALS OR ORGANIZATIONS REQUIRED TO PAY FOR THE USE OF SCHOOL FACILITIES UNDER *Board Policy 9.12.2* MUST COMPLETE THE *Hold Harmless* STATEMENT AND MAY BE REQUIRED TO VERIFY INSURANCE COVERAGE BEFORE FINAL AUTHORIZATION IS GRANTED.

HOLD HARMLESS AGREEMENT

Organization Name Here: GREG NAKASHIMA / CHESS FOR SUCCESS agrees to indemnify, hold harmless and defend the District, its board members, agents, employees and volunteers from and against any and all liabilities, damages, actions, costs, losses, claims and expenses (including attorney fees), on account of personal injury, death or damage to or loss of property or profits arising out of or resulting in whole or in part from any act, omission, negligence, fault or violation of law or ordinance by "Organization" or "Organization's" employees, agents, volunteers, subcontractors, speakers, exhibitors, event participants or invitees or any other person entering upon the premises with the implied or express permission of "Organization". Such indemnification by "Organization" shall apply unless such damage or injury results from the sole negligence or willful misconduct of the District.

[Signature]
Signed

11 / 12 / 09
Date

INSURANCE REQUIREMENTS

Commercial General Liability insurance endorsement providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities licensed hereunder, such insurance to offer immediate protection to the limit of no less than \$500,000 and such insurance shall include Blanket Contractual Liability coverage which insures contractual liability under the indemnification of the Parkrose School District #3 and Parkrose Middle School by Licensee as set forth below.

- Licensee shall maintain a policy endorsed to include the Parkrose School District, Parkrose Middle School, school board members, agents, employees and volunteers as additional insured's as respects to the Organizations use of District facilities. Said insurance must be primary to and non-contributory with any insurance carried by the District and include waiver of subrogation in favor of the District, its board members, agents, employees and volunteers.
- Licensee agrees to provide all required certificates of insurance 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.
- Licensee shall provide a Certificate of Insurance containing a notice of cancellation clause not less than 30 days prior to cancellation or non-renewal of any such policy.

LAWS-RULES-REGULATIONS

- 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 Middle School, together with all rules and regulations of the Bureau of Police of the City of Portland.
- THE USE OF ALL TOBACCO, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE STRICTLY PROHIBITED IN OR ON PARKROSE MIDDLE SCHOOL PROPERTY.
- All security services including peer group security desired by Licensee shall be arranged for by special agreement with the Parkrose Middle School and shall be paid for by the Licensee.
- The Parkrose Middle School shall have the sole right to collect and have custody of articles left in the building.
- Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the Parkrose Middle School.

WE AGREE AND UNDERSTAND ALL OF THE ABOVE. WE AGREE THAT SAID SCHOOL PROPERTY WILL BE USED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE BOARD OF EDUCATION.

Organization or Individual *[Signature]* Position of Responsibility CHESS TOURNAMENT HOST
Signature Title

Address 221 NE 111TH City PORT State OR Zip 97220

APPROVED FOR USE _____ TOTAL RENTAL FEES \$ _____
Building Principal

◆ FULL PAYMENT MUST BE RECEIVED, PRIOR TO THE USE OF THE FACILITY