

**Parkrose School District 3**

**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: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Primary Purpose or Goal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Financial Assets: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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.

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Applicants Signature

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

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Staff Signature

Board Action:

Action Date: \_\_\_\_\_ 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: