

*****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: Parkrose Little League

Contact: Melissa Fritz Phone: 503-262-6567

Date of Application: 11/1/11 Date(s) of event: 3/1/12-6/30/12

Purpose of Use: prc practices

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

- Group must directly serve the Parkrose community
- No admission, entry, or other fee will be charged to participants or spectators
- Attach a copy of constitution (if applicable)
- Attach a current list of members with addresses (if applicable)

QUOTED FEES

- FACILITY FEES	\$ <u>17,952-</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>17,952-</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): 0 Building Access on Sat or Sun. Must provide a secure/locked porta-potty.

History of Facility Use with Parkrose School District: Longstanding history.

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

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



Approved Denied : Ana L. Gonzales Date: 2-1-12
Building Principal/Designer

Administration Recommendation & Comments:

Parkrose little league will maintain the clean the grounds after use.

K Gray Date 2/15/12
Superintendent Signature

Superintendent Recommendation & Comments:

supports Parkrose sports.
worked well last year.

BOARD ACTION:

Approved Denied

Date _____

PARKROSE HIGH SCHOOL FACILITIES USE APPLICATION
"Parkrose Community Groups/Non-Profit Organizations"

Parkrose High School - 12003 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2739

Today's Date: _____

For Office Use Only
 Received by: [Signature] Date: 10/14/11/11-1-11

Organization: Parkrose Little League

Non-Profit Tax ID#: 93-0806296

Contact: Melissa Fritz - President

Phone: 503-426-4339 or 503-262-8567

Email: parkrose.littleleague@gmail.com

Address: 14060 NE Eugene Ct City: Portland State: OR Zip: 97230

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>3/1/2012</u>	<u>MTWTF</u>	<u>H.S. Field</u>	<u>4:30 pm - 7 pm</u>	<u>15-45</u>
<u>9/15/2012</u>	<u>Sa/Sun</u>	<u>Sund</u>	<u>same</u>	<u>Coaches + Players - 16 weeks</u>

FACILITY FEES:

- Student Center (4hrs) \$204.00 x = \$ _____
- Kitchen (4hrs)* \$204.00 x = \$ _____
- Community Rooms (4hrs) \$ 51.00 x = \$ _____
- Student Courtyard (4hrs) \$102.00 x = \$ _____
- Band Room (4hrs) \$ 51.00 x = \$ _____
- Choir Room (4hrs) \$ 26.00 x = \$ _____
- Classroom (4hrs) \$ 26.00 x = \$ _____
- Library (p/hr) \$ 51.00 x = \$ _____
- West Parking Lot (4hrs) \$153.00 x = \$ _____
- Pool (up to 25 people/ 2hrs) \$102.00 x = \$ _____
- Pool (swim meet/ 2hrs) \$306.00 x = \$ _____
- Gym (2hrs) \$ 51.00 x = \$ _____
- Wrestling Rm (4hrs) \$ 26.00 x = \$ _____
- Dance Room (4hrs) \$ 26.00 x = \$ _____
- Locker Room (each/4hrs) \$ 26.00 x = \$ _____
- Tennis Courts (4 courts/2hrs) \$ 51.00 x = \$ _____
- Track (p/hr) \$ 51.00 x = \$ _____
- Football Field (2hrs) \$ 51.00 x = \$ _____
- Baseball Field (2hrs) \$ 51.00 x 176 = \$ 8,976
- Soccer Field (2hrs) \$ 51.00 x = \$ _____
- Softball Field (2hrs) \$ 51.00 x 176 = \$ 8,976

gym not avail @ PHS!

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 26.00 p/hr.
 **Facilities are charged based on units above. PHSCC will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- Podium * \$ 6.00 x = \$ _____
- Microphone * \$ 11.00 x = \$ _____
- TV/VCR/DVD \$ 11.00 x = \$ _____
- Choral Risers \$102.00 x = \$ _____
- Sound System \$ 26.00 x = \$ _____
- Chairs (p/chair) \$ 2.00 x = \$ _____
- Tables (p/table) \$ 6.00 x = \$ _____
- Bleachers (1 side) \$ 51.00 x = \$ _____
- Swim Scoreboard (p/use) \$102.00 x = \$ _____
- Gym Floor Cover \$204.00 x = \$ _____
- Field Lights (per hr) \$ 51.00 x = \$ _____
- Volleyball Net (3 nets/p use) \$ 51.00 x = \$ _____
- Lining Baseball Field \$ 51.00 x = \$ _____
- Initial Set up & Lining Soccer Field \$255.00 x = \$ _____
- Lining Soccer Field (maintenance) \$102.00 x = \$ _____
- Initial Set up & Lining Football Field \$587.00 x = \$ _____
- Lining Football Field (maintenance) \$102.00 x = \$ _____
- Scoreboard \$ 26.00 x = \$ _____

*PHS Tech Service - Customer to be charged \$31.00 p/hr for those events requiring technology assistance.
 ** PHS is a wireless building. Please provide your own technology & equipment.

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 \$26.00 p/hr.
- ◆ All food must be consumed/served in the PHSCC Student Center and will be added to your contract and invoice.

THEATER RENTALS:

Date(s)	Day(s) of week	PACKAGE(S)	Access Time - Exit Time	Expected Attendance

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 \$ 765.00 x _____ = \$ _____ Additional Hour beyond 4 \$ 204.00 x _____ = \$ _____
 8 Hours \$ 1122.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 255.00 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 \$ 1250.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 281.00 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 \$ 1377.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 306.00 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 PHSCC equipment operation or cueing.

4 Hours \$ 510.00 x _____ = \$ _____
 8 Hours \$ 765.00 x _____ = \$ _____

ADDITIONAL THEATER EQUIPMENT FEES:

<input type="checkbox"/> Row of Seat Removal & Reinstall	\$204.00 x _____ = _____	<input type="checkbox"/> Dance Floor	\$357.00 x _____ = _____
<input type="checkbox"/> Orchestra Pit - Removal & Reinstall	\$357.00 x _____ = _____	<input type="checkbox"/> Choral Risers	\$102.00 x _____ = _____
<input type="checkbox"/> Vocal/Instrumental Microphone	\$ 8.00 x _____ = _____	<input type="checkbox"/> Projection Screen	\$ 26.00 x _____ = _____
<input type="checkbox"/> Wireless Microphone	\$ 51.00 x _____ = _____	<input type="checkbox"/> Music Stands (p/stand)	\$ 3.00 x _____ = _____
<input type="checkbox"/> Grand Piano (w/standard tuning)	\$204.00 x _____ = _____	<input type="checkbox"/> Video Projector	\$153.00 x _____ = _____

- ◆ Additional Stagehand(s) may be added at a rate of \$41.00 each per ½ day (max of 4 hours), and \$72.00 each per full day (max of 8 hours).
- ◆ NOTE: Stagehands are paid based on 4-hour minimum calls. After 8 hours of a regular day, crews are paid time and a half. A 1-hour meal break is required after each 4-hour work period. For each meal break missed, a \$31.00 p/crew member penalty will be assessed and billed.
- ◆ Please communicate with Terry Franceschi (503-408-2715), PHSCC Theater Operations Manager, prior to selecting your package(s).

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

**When renting the THEATRE, Custodial Fees are included in the Theater package price (excluding Sundays)

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed _____ = \$ _____
 \$36.00 x number of hours needed _____ = \$ _____

- FACILITY FEES	\$ 17,952.00
- EQUIPMENT FEES	\$ 0
- TECH SERVICE FEES	\$ 0
- THEATER FEES	\$ 0
- CUSTODIAL FEES	\$ 0
TOTAL RENTAL FEES	\$ 17,952.00

* A 30% non-refundable deposit is required to secure your reservation.
 ** FULL PAYMENT IS DUE - 2 WEEKS PRIOR TO RENTAL DATE
 *** Payment methods: Cash, Check, Cashiers Check - We cannot accept Visa

Sat/Sun
 16 weeks
 11 hrs each use
 22hrs x 16 = 352hrs
 @ Sunday building Access!

Completed by: [Signature] DATE 2/1/12
 PHSCC Facilities Coordinator

I/we understand the above fees. If my application is accepted for the requested facility scheduled at PHSCC, 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 10-9-11