

*****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 Neighborhood Association
Contact: Annette Stanhope Phone: 503-432-9050
Date of Application: _____ Date(s) of event: _____
Purpose of Use: 'Movies in the Park' (Sunday)

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>255</u>
- EQUIPMENT FEES	\$ <u>—</u>
- TECH SERVICE FEES	\$ <u>—</u>
- THEATER FEES	\$ <u>—</u>
- CUSTODIAL FEES	\$ <u>360</u>
TOTAL RENTAL FEES	\$ <u>615</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms *(if applicable)*:

History of Facility Use with Parkrose School District:

Long 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 : *D. D. [Signature]* Date: 2/18/16
Building Principal/Designee

Administration Recommendation & Comments:

H. Gray Date 2/18/16
Superintendent Signature

Superintendent Recommendation & Comments:
please approve

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: February 4, 2016

For Office Use Only
 Received by: [Signature] Date: 2/18/16

Organization: Parkrose Neighborhood Association Non-Profit Tax ID#: 93-0959838

Contact: Annette Stanhope Phone: 503-432-9050

Email: parkroseneighbors@gmail.com

Address 1017 NE 117th Ave City Portland State OR Zip 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
7/31/16	Sunday	Upper Soccer Field	2pm - 11pm	400+

FACILITY FEES:

<input type="checkbox"/> Student Center (4hrs)	\$204.00 x = \$	<input type="checkbox"/> Gym (2hrs)	\$ 51.00 x = \$
<input type="checkbox"/> Kitchen (4hrs)*	\$204.00 x = \$	<input type="checkbox"/> Wrestling Rm (4hrs)	\$ 26.00 x = \$
<input type="checkbox"/> Community Rooms (4hrs)	\$ 51.00 x = \$	<input type="checkbox"/> Dance Room (4hrs)	\$ 26.00 x = \$
<input type="checkbox"/> Student Courtyard (4hrs)	\$102.00 x = \$	<input type="checkbox"/> Locker Room (each/4hrs)	\$ 26.00 x = \$
<input type="checkbox"/> Band Room (4hrs)	\$ 51.00 x = \$	<input type="checkbox"/> Tennis Courts (4 courts/2hrs)	\$ 51.00 x = \$
<input type="checkbox"/> Choir Room (4hrs)	\$ 26.00 x = \$	<input type="checkbox"/> Track (p/hr)	\$ 51.00 x = \$
<input type="checkbox"/> Classroom (4hrs)	\$ 26.00 x = \$	<input type="checkbox"/> Football Field (2hrs)	\$ 51.00 x = \$
<input type="checkbox"/> Library (p/hr)	\$ 51.00 x = \$	<input type="checkbox"/> Baseball Field (2hrs)	\$ 51.00 x = \$
<input type="checkbox"/> West Parking Lot (4hrs)	\$153.00 x = \$	<input checked="" type="checkbox"/> Upper Soccer Field (2hrs)	\$ 51.00 x <u>5</u> = \$ <u>255</u>
<input type="checkbox"/> Pool (up to 25 people/ 2hrs)	\$102.00 x = \$	<input type="checkbox"/> NE Soccer Complex (2hrs)	\$ 76.00 x = \$
<input type="checkbox"/> Pool (swim meet/ 2hrs)	\$306.00 x = \$	<input type="checkbox"/> Softball Field (2hrs)	\$ 51.00 x = \$

*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:

<input type="checkbox"/> Podium *	\$ 6.00 x =	<input type="checkbox"/> Gym Floor Cover	\$204.00 x =
<input type="checkbox"/> Microphone *	\$ 11.00 x =	<input type="checkbox"/> Field Lights (per hr)	\$ 51.00 x =
<input type="checkbox"/> TV/VCR/DVD	\$ 11.00 x =	<input type="checkbox"/> Volleyball Net (3 nets/p use)	\$ 51.00 x =
<input type="checkbox"/> Choral Risers	\$102.00 x =	<input type="checkbox"/> Lining Baseball Field	\$ 51.00 x =
<input type="checkbox"/> Sound System	\$ 26.00 x =	<input type="checkbox"/> Initial Set up & Lining Soccer Field	\$255.00 x =
<input type="checkbox"/> Chairs (p/chair)	\$ 2.00 x =	<input type="checkbox"/> Lining Soccer Field (maintenance)	\$102.00 x =
<input type="checkbox"/> Tables (p/table)	\$ 6.00 x =	<input type="checkbox"/> Initial Set up & Lining Football Field	\$587.00 x =
<input type="checkbox"/> Bleachers (1 side)	\$ 51.00 x =	<input type="checkbox"/> Lining Football Field (maintenance)	\$102.00 x =
<input type="checkbox"/> Swim Scoreboard (p/use)	\$102.00 x =	<input type="checkbox"/> 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	\$225.00 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 _____ = _____

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)**

*****Application must be completed and turned in 30 days prior to rental date for consideration of a reduced fee.**

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed = \$ _____
 \$36.00 x number of hours needed 10 = \$ 360

- FACILITY FEES	\$ 255
- EQUIPMENT FEES	\$ _____
- TECH SERVICE FEES	\$ _____
- THEATER FEES	\$ _____
- CUSTODIAL FEES	\$ <u>360</u>
TOTAL RENTAL FEES	\$ <u>615</u>

**10% (\$100 minimum) Refundable deposit if event cancelled within 60 days of rental date
 ** 50% of remaining deposit due 60days prior to event date
 ***Remaining deposit due 2 weeks prior to event date
 *** Payment methods: Cash, Check, Cashiers Check - Credit Card Payments must be done in person.*

Completed by: [Signature] DATE 2/18/16
 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 Annette Stanhope Date February 4, 2016

