

Parkrose School District #3

FREE/REDUCED FACILITY APPLICATION

☐ Free ☒ Reduced (Please select one)

(This application is valid for one school year only. You must reapply each year.)

Organization: GATEWAY AREA BUSINESS ASSOCIATION (GABA)

Contact: LOU FONTANA Phone: 503-309-1444

Date of Application: 9/2/2010 Date(s) of event: AUGUST 31, 2011

Purpose of Use: FUN-O-RAMA + CRUISE-IN

Your organization/event must meet the criteria for 'FREE' by attaching the requested supporting documentation (see criteria below). Also, A FACILITY USE APPLICATION must accompany this form.

CRITERIA

- | | |
|---|---|
| <input checked="" type="checkbox"/> Your group must directly serve the Parkrose community | <input checked="" type="checkbox"/> Attach a copy of your constitution (if applicable) |
| <input checked="" type="checkbox"/> No admission, entry, or other fee will be charged to participants or spectators | <input checked="" type="checkbox"/> Attach a current list of members with addresses (if applicable) |

FEE PROPOSAL

<u>HIGH SCHOOL WEST LOT</u>	<u>\$ 1600.00</u>	<u>\$ 450.00</u>
Requested Facility	Facility Fee	Proposed Reduced or Free Facility Fee

<u>HIGH SCHOOL SID GRASS AREA</u>	<u>\$ 700.00</u>	<u>\$ 505.00</u>
Requested Facility	Facility Fee	Proposed Reduced or Free Facility Fee

Additional Conditions or Terms (if applicable): N/A

History of Facility Use with Parkrose School District: N/A - 2010 event held here - pd Reduced rate above (+) Custodial

This section to be completed by PSD staff:

Approved ☒ Denied ☐

Ana L. Hony
Building Principal/Designee

Date Range:

8/31/2011
975⁰⁰_{xx} - COST

Superintendent Signature

Karen Gray

Date

10/4/10

Superintendent Recommendation & Comments:

Rec. approval for GABA community
event. started 2010. worked out
well.

BOARD ACTION:

Approved ☐ Denied ☐

Date

August 2011

KGAC-AR-2

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

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

Today's Date:

9/2/2010

For PHS Office Use Only

☐ Approved ☐ Declined:

RWD 9/29/10

Organization GABA

Non-Profit Tax ID #

93-0775736

Contact

LOU FONTANA/AJ PRASAD

Phone

503-729-7136

Cell

503-309-1444

Address

11124 NE HALSEY, PMB 475

City

PORTLAND

State

OR

Zip

97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
9/31/2011	Sunday	RESTLOT + S.W. GRASSMERE	9:00 AM - 6:00 PM	1,000 +

FACILITY FEES:

<input type="checkbox"/> Student Center (4hrs)	\$200.00 x = \$	<input type="checkbox"/> Gym (2hrs)	\$ 50.00 x = \$
<input type="checkbox"/> Kitchen (4hrs)*	\$200.00 x = \$	<input type="checkbox"/> Wrestling Rm (4hrs)	\$ 25.00 x = \$
<input type="checkbox"/> Community Rooms (4hrs)	\$ 50.00 x = \$	<input type="checkbox"/> Dance Room (4hrs)	\$ 25.00 x = \$
<input type="checkbox"/> Student Courtyard (4hrs)	\$100.00 x = \$	<input type="checkbox"/> Locker Room (each/4hrs)	\$ 25.00 x = \$
<input type="checkbox"/> Band Room (4hrs)	\$ 50.00 x = \$	<input type="checkbox"/> Tennis Courts (4 courts/2hrs)	\$ 50.00 x = \$
<input type="checkbox"/> Choir Room (4hrs)	\$ 25.00 x = \$	<input type="checkbox"/> Track (p/hr)	\$ 50.00 x = \$
<input type="checkbox"/> Classroom (4hrs)	\$ 25.00 x = \$	<input type="checkbox"/> Football Field (2hrs)	\$ 50.00 x = \$
<input type="checkbox"/> Library (p/hr)	\$ 50.00 x = \$	<input type="checkbox"/> Baseball Field (2hrs)	\$ 50.00 x = \$
<input checked="" type="checkbox"/> West Parking Lot (4hrs)	\$150.00 x 4 = \$600.00	<input type="checkbox"/> Soccer Field (2hrs)	\$ 50.00 x 4 = \$ 200.00
<input type="checkbox"/> Pool (up to 25 people/ 2hrs)	\$100.00 x = \$	<input type="checkbox"/> Softball Field (2hrs)	\$ 50.00 x = \$
<input type="checkbox"/> Pool (swim meet/ 2hrs)	\$300.00 x = \$		

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 25.00 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	\$ 5.00 x =	<input type="checkbox"/> Gym Floor Cover	\$200.00 x =
<input type="checkbox"/> Microphone	\$ 10.00 x =	<input type="checkbox"/> Field Lights (per hr)	\$ 50.00 x =
<input type="checkbox"/> In-Focus	\$ 50.00 x =	<input type="checkbox"/> Volleyball Net (3 nets/p use)	\$ 50.00 x =
<input type="checkbox"/> TV/VCR/DVD	\$ 10.00 x =	<input type="checkbox"/> Scoreboard	\$ 25.00 x =
<input type="checkbox"/> Overhead Projector	\$ 5.00 x =	<input type="checkbox"/> Swim Scoreboard (p/use)	\$100.00 x =
<input type="checkbox"/> Choral Risers	\$100.00 x =	<input type="checkbox"/> Bleachers (1 side)	\$ 50.00 x =
<input type="checkbox"/> Sound System	\$ 25.00 x =	<input type="checkbox"/> Lining Baseball Field	\$ 50.00 x =
<input type="checkbox"/> Chairs (p/chair)	\$ 1.00 x =	<input type="checkbox"/> Initial Set up & Lining Soccer Field	\$250.00 x =
<input type="checkbox"/> Tables (p/table)	\$ 5.00 x =	<input type="checkbox"/> Lining Soccer Field (maintenance)	\$100.00 x =
		<input type="checkbox"/> Initial Set up & Lining Football Field	\$575.00 x =
		<input type="checkbox"/> Lining Football Field (maintenance)	\$100.00 x =

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 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 \$ 750.00 x _____ = \$ _____ ☐ Additional Hour beyond 4 \$ 200.00 x _____ = \$ _____
☐ 8 Hours \$1100.00 x _____ = \$ _____ ☐ Additional Hour beyond 8 \$ 250.00 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 \$1225.00 x _____ = \$ _____ ☐ Additional Hour beyond 8 \$ 275.00 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 \$1350.00 x _____ = \$ _____ ☐ Additional Hour beyond 8 \$ 300.00 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 \$ 500.00 x _____ = \$ _____
☐ 8 Hours \$ 750.00 x _____ = \$ _____

ADDITIONAL THEATER EQUIPMENT FEES:

<input type="checkbox"/> Row of Seat Removal & Reinstall	\$200.00 x _____ = _____	<input type="checkbox"/> Dance Floor	\$350.00 x _____ = _____
<input type="checkbox"/> Orchestra Pit - Removal & Reinstall	\$350.00 x _____ = _____	<input type="checkbox"/> Choral Risers	\$100.00 x _____ = _____
<input type="checkbox"/> Vocal/Instrumental Microphone	\$ 7.50 x _____ = _____	<input type="checkbox"/> Projection Screen	\$ 25.00 x _____ = _____
<input type="checkbox"/> Wireless Microphone	\$ 50.00 x _____ = _____	<input type="checkbox"/> Music Stands (p/stand)	\$ 2.50 x _____ = _____
<input type="checkbox"/> Grand Piano (w/standard tuning)	\$200.00 x _____ = _____	<input type="checkbox"/> Video Projector	\$150.00 x _____ = _____

- ◆ Additional Stagehand(s) may be added at a rate of \$40.00 each per ½ day (max of 4 hours), and \$70.00 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 \$30.00 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:

- ◆ Monday - Friday, operating hours = \$28.00 p/hour
- ◆ Saturdays - 7:30am-3:00pm = \$28.00 p/hour
- ◆ Sundays - all hours & after operating hours = \$35.00 p/hour

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

Facilities Coordinator will complete this section:

\$28.00 x number of hours needed _____ = \$ _____
\$35.00 x number of hours needed 11 = \$ 385.00

- FACILITY FEES	\$ <u>1,300.00</u>
- EQUIPMENT FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>385.00</u>

TOTAL RENTAL FEES \$ 1,685.00

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

Completed by: _____

PHSCC Facilities Coordinator

DATE 9/29/10

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 _____

Date 9/2/2010

AJ Peralta
GAEA President 2010.

♦ 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: GABA 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.

Signed [Signature]

Date 01/02/2010

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 PHSCC by Licensee as set forth below.

1. Licensee shall maintain a policy endorsed to include the Parkrose School District, Parkrose High 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.
2. Licensee agrees to provide all required certificates of insurance to the PHSCC Facility Coordinator at least fifteen (15) calendar days prior to the time of occupancy.
3. The parties agree that the specified coverage of limits if insurance in no way limit the liability of the licensee.
4. 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

1. 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 PHSCC, together with all rules and regulations of the Bureau of Police of the City of Portland.
2. THE USE OF ALL TOBACCO, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE STRICTLY PROHIBITED IN OR ON PHSCC PROPERTY.
3. All security services including peer group security desired by Licensee shall be arranged for by special agreement with the PHSCC Facility Coordinator and shall be paid for by the Licensee.
4. The Parkrose High School shall have the sole right to collect and have custody of articles left in the building.
5. Any decision affecting any matter not herein expressly provided for shall rest solely within the discretion of the PHSCC Facility Coordinator.
6. Facility Coordinator must approve all proposed concession and souvenir items prior to licensee's use. Only Coca-Cola products may be served on the PHSCC premises.

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 President GABA

Title 2010

Address 11124 NE HALSEY, PMB 475 City PORTLAND State OR Zip 97220

APPROVED FOR USE [Signature]

Building Principal

TOTAL RENTAL FEES \$ 1,685.00

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



Fun-O-Rama Fair & Cruise-in Sunday, July, 31st 2011 / 11:00am – 5:00pm At Parkrose High School

We would like to start off by thanking Parkrose High School for the use of the school grounds without which this event would not have been possible...Thank You!

The 2010 Fun-O-Rama Fair & Cruise-in at Parkrose High School was a successful even from the stand point of being our first. As the 2010 event was winding down that day plans were already being made for the 2011 Fun-O-Rama Fair & Cruise-in. Every one participating in the event were in agreement that this was the perfect venue for 2011. So a date was set....Sunday, July 31st 2011.

For 2011 we have made some improvements.

First having the date set so far in advance will help with the attendance especially the Cruise-in.

Second we are expanding the number of high school booster clubs. Gresham, Barlow and Reynolds booster clubs have been added. With this in mind we have decided to have an actual food court setup with the booths arranged around a seating area for eating adjacent to the band.

Third the band has added two members expanding the types of music they will be able to play to include Jazz and R&B. In conjunction with that we are working on getting a local name Jazz artist to perform.....possibilities are Curtis Delgado or Kenny G.

Fourth a race to raise money for a local charity will finish at the event as it is getting started.

Fifth we will be adding more fun things for the kids to do such as a second inflatable, cotton candy, snow cones, popcorn and returning our balloon clown and face painter.

In addition we have already expanded the list of major sponsors and local business booths which include the NE Portland Rotary Club raising money for scholarships for Parkrose High School, North West Motorsports Association running the cruise-in, the Gateway Area Business Association, Columbia State Bank, Dignity, Parkview....adding Ron Tonkin and several other local businesses. The list of charities benefiting from the event has increased as well.

We expect the 2011 Fun-O-Rama Fair & Cruise-in to be the best ever held in the area