

*****This Form to be completed by Parkrose Staff ONLY*****

REDUCED FEES APPLICATION

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

Organization: MESD

Date of Application: 5/29/2019

Date(s) of event: 8/21/2019

Purpose of Use: Annual Pre School year meeting

A FACILITY USE APPLICATION must accompany this form.

Reason for waiving fees & for profit or nonprofit, partner, PTO, etc?:

They are our education service district

Quoted Fees:

- Facility Fees	\$ 250.00
- Nutrition Staff Fees	\$
- Equipment Fees	\$ 78.00
- Technology Staff Fees	\$
- Theatre Fees	\$ 995.00
- Custodial Fees	\$
- Event Manager Fees	\$ 200.00
- Percentage Discount 50 %	\$ 761.50
TOTAL RENTAL FEES	\$ 761.50

PSD Administrator Approved Fees:

- Facility Fees	\$
- Nutrition Staff Fees	\$
- Equipment Fees	\$
- Technology Staff Fees	\$
- Theatre Fees	\$
- Custodial Fees	\$
- Event Manager Fees	\$
TOTAL RENTAL FEES	\$ 761.50

Additional Conditions or Terms (if applicable):

no food or drink in the theatre, group must clean up after themselves

History of Facility Use with Parkrose School District:

their annual rental

Approved ☒ Denied ☐

Date:

Building Principal/Designee Signature


Superintendent Signature

Date

6/18/19

BOARD ACTION:

Approved ☐ Denied ☐

Date

PHS

Parkrose School District Facilities Use Application – Parkrose High School

Today's Date: 5/29/19

Organization: Multnomah ESD

if applicable/Non-Profit Tax ID#: 93-1025329

Contact: Stephanie Stanton

Phone: (503) 257-1570

Email: SS.Stanton@multnomah.k12.or.us

Address

City

State

Zip

Reason for rental:

If your request exceeds the space below, please attach your detailed needs

Date(s)	Day(s) of week	Facility Space(s)	Time Enter Time & Exit Time (including your setup/breakdown) Event Start time	Attendance Expected Attendance:
8/21/19	Wednesday	Parkrose HS	7 AM - 12 PM 3 PM - 1	600
			Enter Time & Exit Time (including your setup/breakdown) Event Start time	Expected Attendance:
Equipment needs/other:				

Fees listed below for your information, please allow the facilities coordinator to complete the monetary portions for accuracy:
Facility Fees per hour (rentals outside of building operational hours may require 2-4 hour minimum rental) to be determined by Facilities Coordinator & Principal.)

	PHS	# days x # hours		PHS	# days x # hours
Student Center/Commons	250	x 1 = \$ 150.00	Wrestling Room	50	x = \$
Kitchen	100	x = \$	Dance Room	50	x = \$
Outdoor Courtyard	51	x = \$	Locker Room	15	x = \$
Music/Band Room	60	x = \$	Tennis Courts	100	x = \$
Choir Room	60	x = \$	Track, Field, Bleachers	400	x = \$
Classroom	50	x = \$	Stadium Bleachers	50	x = \$
Library/Media Center	100	x = \$	Stadium Bathrooms	50	x = \$
Parking Lot(s)	100	x = \$	Baseball Field	250	x = \$
Pool (partly of 25 max)	240	x = \$	Softball Field	250	x = \$
Pool (swim meets)	730	x = \$	Soccer Field(s)	200	x = \$
Conference Rooms	40	x = \$	NE Soccer Complex	300	x = \$
Rossi Main Gym	200	x = \$			

*Parkrose School District (PSD) Nutrition Service Staff should be scheduled for all Kitchen use at \$ 30.00 per hour.

Equipment Fees per item

	PHS		PHS
Podium	12 x 1 = \$ 10.00	H.S. Gym Floor cover	400 x = \$
Microphone	25 x = \$	Field Lights (per hour)	100 x = \$
Projector**BYO computer	15 x = \$	H.S. Volley Ball Net (3)	100 x = \$
H.S. Choral Risers	200 x = \$	Lining Baseball Field	100 x = \$
Sound System	60 x = \$	Soccer set-up & Lining	300 x = \$
Chairs	3 x = \$	Lining Soccer (maint.)	300 x = \$
Tables	12 x = \$	Football set-up & Lining	600 x = \$
Indoor Bleachers (per side)	100 x = \$	Lining Football (maint.)	600 x = \$
H.S. Swim Scoreboard	200 x = \$	H.S. Football Scoreboard	50 x = \$
		Piano	60 x = \$

*Tech Service – Customer to be charged \$35 per hour for those events requiring technology assistance.

** All Parkrose Schools have public Wi-Fi throughout. Please provide your own computer/devices.

Catering/Food Requirements

- All Catering should be contracted thru Parkrose Nutrition Services (503-408-2122). Administrator approval required if you are not using Parkrose Nutrition Services. Additionally, a Parkrose Nutrition Services employee may be required for any kitchen use at a rate of \$30 p/hr.
- All food must be consumed and served in the PSD Facilities designated areas.

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 = \$35 p/hour
- Non School days & after operating hours = \$45 p/hour
- ***Custodial fees may not be charged if a custodian is already on duty. Cleaning/set-up and break-down will then become the responsibility of the renter. \$45 per hour fee applies if the spaces rented aren't left the way you found them and/or renter pulls the custodian away from his/her duties. Large events will require custodial fees

Event Manager: Paying for an Event Manager may be required depending on the scope of your rental and may double to cover some tasks that would otherwise require a custodian or technology support staff.

Operating Hours \$35 x # of Custodial hours needed = \$ _____ \$50 x # of Event Mgr. hrs. needed 4 = \$ 200
Non-Oper. Hrs: \$45 x # of Custodial hours needed = \$ _____ \$50 x # of Event Mgr hrs. needed = \$ _____

- Facility Fees	\$	250.00	Support Staff requirements determined by Facilities Coordinator and Building Administrator.
- Nutrition Staff Fees	\$		
- Equipment Fees	75 \$	75 00	
- Technology Staff Fees	\$		
- Theater Fees	\$	995-	
- Custodial Fees	\$		
- Event Manager Fees	\$	200-	
Subtotal \$ <u>1523</u> less Discount <u>50</u> % \$ <u>761.50</u>			
Total Rental Fees \$ <u>761.50</u>			
Completed by: <u>[Signature]</u> Date: <u>5/29/19</u>			
Principal: <u>[Signature]</u> Date: <u>6.19.19</u>			

I/we understand the fees on page 1 & 2. If my application is accepted for the requested facility scheduled in Parkrose School District, 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). Upon approval a signed Facility Use Liability Release Form is required prior to facility use.

Organization or Individual Signature: [Signature] Date: 5/29/19

All rentals are subject to availability, please check with the building administrator. Classrooms may not be rented during teacher contract hours. Facilities may be rented on non-school days with administrator approval but paperwork may not be accepted and processed on non-school days. Please be sure facility applications for use during the summer or fall are submitted prior to the end of each school year. All rentals are subject to support staff availability when applicable. Application must be completed and turned in 45 school days prior to rental date for School Board consideration of reduced fees. Religious based organizations are excluded from receiving reduced fees due to Federal Law. 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 School District, together with all rules and regulations of the Bureau of Police of the City of Portland. Individuals or Organizations who stay beyond the times indicated on this form will be subject to \$45 per hour penalty should District staff have to stay late. Individuals or Organizations are also subject to any charges incurred by the outside agency overseeing District's security, should they be called to the site. Any video or audio recording on District property must be Superintendent approved. Superintendent Signature/Date: _____

For Office Use Only:

Application received by:	<u>[Signature]</u>	Date:	<u>5/29/19</u>
Support staff coverage confirmed by:	<u>[Signature]</u>	Date:	<u>5/29/19</u>
Required Proof of insurance received by:	<u>NA</u>	Date:	
Required Facility Use Liability Release received by:	<u>NA</u>	Date:	

High School Theater Rental - If your request exceeds the space below, please attach your detailed needs.				
Date(s)	Day(s) of week	Facility Space(s)	Time	Attendance
8/21/19	Wednesday	Theater	Enter Time & Exit Time (including your setup/breakdown): 7:31-12pm Event Start time: 8AM	Expected Attendance: 600
			Enter Time & Exit Time (including your setup/breakdown): Event Start time:	Expected Attendance:
Equipment needs/other:				

Fees listed below for your information, please allow the facilities coordinator to complete the monetary portions for accuracy:
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 \$ 995 x 1 = \$ 995 ☐ Additional Hour beyond 4 \$ 265 x 1 = \$ 265
☐ 8 Hours \$ 1460 x 1 = \$ 1460 ☐ Additional Hour beyond 8 \$ 332 x 1 = \$ 332

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 \$ 1566 x 1 = \$ 1566 ☐ Additional Hour beyond 8 \$ 364 x 1 = \$ 364

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 \$ 1790 x 1 = \$ 1790 ☐ Additional Hour beyond 8 \$ 397 x 1 = \$ 397

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 PSD equipment operation or cueing.

☐ 4 Hours \$ 663 x 1 = \$ 663
☐ 8 Hours \$ 994 x 1 = \$ 994

Additional Theatre Equipment Fees No Client shall operate or make any adjustments to the Lighting Console, Sound Console or any lighting equipment without prior permission from the Theater manager. Adjustments made without prior approval will incur penalty fees:

<input type="checkbox"/> Row of Seat Removal & Reinstall	\$265 x 1 = \$ 265	<input type="checkbox"/> Dance Floor	\$292 x 1 = \$ 292
<input type="checkbox"/> Orchestra Pit - Removal & Reinstall	\$464 x 1 = \$ 464	<input type="checkbox"/> Choral Risers	\$132 x 1 = \$ 132
<input type="checkbox"/> Vocal/Instrumental Microphone	\$ 10 x 1 = \$ 10	<input type="checkbox"/> Projection Screen	\$ 33 x 1 = \$ 33
<input checked="" type="checkbox"/> Wireless Microphone	\$ 66 x 1 = \$ 66	<input type="checkbox"/> Music Stands (p/stand)	\$ 4 x 1 = \$ 4
<input type="checkbox"/> Grand Piano (w/standard tuning)	\$265 x 1 = \$ 265	<input type="checkbox"/> Video Projector	\$198 x 1 = \$ 198