

*****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 Alpha Dance
Contact: Jerry Watson Phone: 503-933-3389
Date of Application: 7/24/13 (earlier requests denied) Date(s) of event: 8-19-13 - 9-30-13
Purpose of Use: Dance Practice and Parent Meetings

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

CUSTOMER PROPOSED FEES

- FACILITY FEES	\$ <u>0</u>
- EQUIPMENT FEES	\$ _____
- TECH SERVICE FEES	\$ _____
- THEATER FEES	\$ _____
- CUSTODIAL FEES	\$ <u>400.00</u>
TOTAL RENTAL FEES	\$ <u>400.00</u>

Additional Conditions or Terms (if applicable):

History of Facility Use with Parkrose School District:

M.S. Parkrose Dance Team

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

- FACILITY FEES	\$	<u>0</u>
- EQUIPMENT FEES	\$	<u>—</u>
- TECH SERVICE FEES	\$	<u>—</u>
- THEATER FEES	\$	<u>—</u>
- CUSTODIAL FEES	\$	<u>400.00</u>
TOTAL RENTAL FEES	\$	<u>400.00</u>

Approved Denied *[Signature]* Date: 07/24/13
Building Principal/Designee

Administration Recommendation & Comments:

[Signature] Date 7/26/13
Superintendent Signature

Superintendent Recommendation & Comments:
Rec. Approval.

BOARD ACTION:
Approved Denied Date _____

Prescott

KGAC-AR-2

PARKROSE ELEMENTARY SCHOOLS - FACILITIES USE APPLICATION

"Parkrose Community Groups/Non-Profit Organizations"

Parkrose School District - 10636 NE Prescott Street - Portland, Oregon 97220 - Fax (503) 408-2140

Today's Date: 7/24/13

For Office Use Only Received by: Date:

Organization: Parkrose Alpha Dance Team Non-Profit Tax ID#:

Contact: Jerry Watson Phone: 503-933-3389

Email: jwatson862@gmail.com

Address 27 NE Cook St City Portland State OR Zip 97212

Table with columns: Date(s), Day of week, ELEMENTARY, Access Time - Exit Time, Expected Attendance. Includes handwritten entries for 8/19/13-9/30/13, m,w,f, Prescott, m+f 5-7pm, Wed. 5-8pm (starting in Sept.)

FACILITY FEES:

- List of facility fees including Gym (2hrs), Main Field (2hrs), Baseball Field (2hrs), Softball Field (2hrs), Classroom (4hrs), Stage (4hrs), Cafeteria (4hrs), Kitchen (4hrs) with handwritten calculations.

*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. PSD will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- List of equipment fees including Podium, Microphone, TV/VCR/DVD, Overhead Projector, Sound System, Piano, Chairs (per chair), Tables (per table).

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

- Custodial fee rates: Monday - Friday, operating hours = \$29.00 p/hour; Saturdays & Sundays - all hours = \$36.00 p/hour

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed = \$
\$36.00 x number of hours needed 40 = \$1,440

Summary table showing FACILITY FEES \$520.00, EQUIPMENT FEES \$, CUSTODIAL FEES \$1440.00, TOTAL RENTAL FEES \$1960.00. Includes note: A 30% non-refundable deposit is required to secure your reservation. FULL PAYMENT IS DUE - 2 WEEKS PRIOR TO RENTAL DATE

Completed by: Andrea Stevenson DATE 7-24-13

I/we understand the above fees. If my application is accepted for the requested facility scheduled at _____, we agree to meet all contractual, insurance, deposit and payment requirements during the agreement period.

Client Signature: Jerry Watson Date: 8/1/2013

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.

◆ 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: Parkrose Alpha Dance Team 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.

James Watson 8, 1, 2013
 Signed Date

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 by Licensee as set forth below.

1. Licensee shall maintain a policy endorsed to include the Parkrose School District, Parkrose Elementary 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 Parkrose School District 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 Parkrose School District, 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 Parkrose School District PROPERTY.
3. All security services including peer group security desired by Licensee shall be arranged for by special agreement with the Parkrose School District and shall be paid for by the Licensee.
4. The Parkrose School District 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 Parkrose School District.

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 *James Watson* Position of Responsibility Head Coach
 Address 27NE COOK ST. City PHD. State OR Zip 97212

APPROVED FOR USE *Chris May* Building Principal TOTAL RENTAL FEES \$ 400.00

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

PADT 2013 - 2014 Schedule

❖ August 2013 (Dance Camp) **

- Mondays: 5pm - 7pm (~~Dance Room, or Wrestling Room*~~) Prescott Gym
 - August 5th will be 5pm - 8pm for team welcoming and going over practice procedures during the season

- Wednesdays: 5pm - 7pm (~~Dance Room, or Wrestling Room*~~) Prescott Gym

- Fridays: 5pm - 7pm (~~Dance Room, or Wrestling Room*~~) Prescott Gym

❖ September 2013 - April 4th, 2014 (Regular Practice) ***

- Mondays: 5pm - 7pm (~~Dance Room, or Wrestling Room*~~) Prescott Gym
- Fridays: 5-7pm Prescott Gym
- Wednesdays: 5pm - 8pm (~~Main Gym, Dance Room, or Wrestling Room*~~) Prescott Gym
 - March 12th is TBA for PHS dance team's State Championship
- Fridays: 5pm - 7pm (~~Dance Room, or Wrestling Room*~~)
 - Feb. 14th is excluded since team is practicing at in gym for Mt. Hood & Friends
 - March 14th is TBA for PHS dance team's State Championship

* Use Wrestling Room as a last resort.

** Exclude practices on Moratorium Week

*** Exclude practices on Parkrose ^{SPS}MS's inactive days (i.e. holidays, school closures, events, etc.)


Parkrose Alpha Dance Team

August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
	MORATORIUM WEEK					
4	5	6	7	8	9	10
Car Wash 9am-3pm	Dance Camp 5-8pm **Team** Welcoming		Dance Camp 5-7pm		Dance Camp 5-7pm	
11	12	13	14	15	16	17
Car Wash 9am-3pm <i>Lexi's Birthday</i>	Dance Camp 5-7pm		Dance Camp 5-7pm		Dance Camp 5-7pm	
18	19	20	21	22	23	24
Car Wash 9am-3pm	Dance Camp 5-7pm		Dance Camp 5-7pm		Dance Camp 5-7pm	
25	26	27	28	29	30	31
Car Wash 9am-3pm	Dance Camp 5-7pm		Dance Camp 5-7pm		Dance Camp 5-7pm	

Parkrose Alpha Dance Team

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		2	3	4	5	6
Car Wash 9am-3pm			Technique 5-8pm		Practice 5-7pm	
8		9	10	11	12	13
	Practice 5-7pm		Technique 5-8pm		Practice 5-7pm	
15		16	17	18	19	20
	Practice 5-7pm		Technique 5-8pm		Practice 5-7pm	
22		23	24	25	26	27
	Practice 5-7pm		Technique 5-8pm <i>Parent Meeting</i> 6:30-7:30pm		Practice 5-7pm	
29		30				
	Practice 5-7pm					



PARKROSE SCHOOL DISTRICT NO. 3
10636 NE PRESCOTT
PORTLAND OR 97220
503-408-2100
www.parkrose.k12.or.us

CASH RECEIPT

Date: 8-1-13

Receipt No: Parkrose Alpha Dance

Received From: Jerry Watson

For: ^{1/2} Prescott Facility Fee

8-19-13 to 9-30-13

Amount \$ 200.00

mondays 5-7 pm
and Fridays

wednesdays 5-8 pm

Cash Check Visa/MC

Check Number: _____

Received By: Andrea J. Flowers

↑
starting
in
sept.