

**\*\*\*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: SPARROW CLUBS USA  
Contact: LAURA QUEEN Phone: 503-408-2933  
Date of Application: 1/26/17 Date(s) of event: 5/5/2017  
Purpose of Use: SPARROW CLUB MEETING

*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>359</u>
- EQUIPMENT FEES	\$ <u>300</u>
- TECH SERVICE FEES	\$ _____
- THEATER FEES	\$ _____
- CUSTODIAL FEES	\$ <u>303.50</u>
<b>TOTAL RENTAL FEES</b>	\$ <u>962.50</u>

**CUSTOMER PROPOSED FEES**

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

Additional Conditions or Terms *(if applicable)*:

Custodians already on duty

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	\$	_____
<b>TOTAL RENTAL FEES</b>	\$	0

Approved  Denied

*[Signature]*  
Building Principal/Designee Signature

Date: 3.13.17

Administration Recommendation & Comments:

Zero fees - 1

*[Signature]*  
Superintendent Signature

Date 3/14/17

Superintendent Recommendation & Comments:

please approve

BOARD ACTION:

Approved  Denied

Date \_\_\_\_\_

# PARKROSE MIDDLE SCHOOL - FACILITIES USE APPLICATION

## "Parkrose Community Groups/Non-Profit Organizations"

Parkrose Middle School - 11800 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2998

Today's Date: 1/26/17

*For Office Use Only*  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: Sparrow Clubs USA Non-Profit Tax ID#: \_\_\_\_\_

Contact: Laura Queen Phone: 503-408-2933

Email: Laura - Queen@parkrose.k12.or.us

Address: 11800 NE Shaver City: Port State: OR Zip: 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
5/5	Fri	Pms Commons	7:00-12:30	150
+ Set up 5/4 from			3-8:30 pm	

1230-130 clean up

**FACILITY FEES:**

<input type="checkbox"/> Classroom (4hrs)	\$ 26.00 x _____ = \$ _____	<input type="checkbox"/> Main Gym (2hrs)	\$ 26.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Cafeteria (4hrs)	\$102.00 x <u>1</u> = \$ <u>102</u>	<input type="checkbox"/> Small Gym (2hrs)	\$ 13.00 x _____ = \$ _____
<input checked="" type="checkbox"/> **Stage (4hrs)	\$102.00 x <u>1</u> = \$ <u>102</u>	<input type="checkbox"/> Main Field (2hrs)	\$ 26.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Library (4hrs)	\$102.00 x <u>1</u> = \$ <u>102</u>	<input type="checkbox"/> Baseball Field (2hrs)	\$ 26.00 x _____ = \$ _____
<input type="checkbox"/> *Kitchen (4hrs)	\$102.00 x _____ = \$ _____	<input type="checkbox"/> Track (p/hr)	\$ 26.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Parking Lot (4hrs)	\$153.00 x <u>1</u> = \$ <u>153</u>	<input type="checkbox"/> Wrestling Rm (4hrs)	\$ 13.00 x _____ = \$ _____
<input type="checkbox"/> Locker Room (each/4hr)	\$ 13.00 x _____ = \$ _____	<input type="checkbox"/> BandRm (4hrs)	\$ 26.00 x _____ = \$ _____
<input type="checkbox"/> Tennis Courts (4cts/2hrs)	\$ 26.00 x _____ = \$ _____		

\*Parkrose School District Nutrition Service Staff will be scheduled for all Kitchen use at \$ 26.00 per hour

\*\*When renting the Stage, Cafeteria fees apply.

Facilities are charged based on units above (indicated in parenthesis). PSD will not invoice on the half, quarter, or partial units.

**EQUIPMENT FEES:**

<input type="checkbox"/> Podium*	\$ 6.00 x _____ = \$ _____	<input type="checkbox"/> Lining Baseball Field	\$ 51.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Microphone*	\$ 6.00 x _____ = \$ _____	<input type="checkbox"/> Initial Set up & Lining Soccer Field	\$ 255.00 x _____ = \$ _____
<input type="checkbox"/> TV/VCR/DVD*	\$ 11.00 x _____ = \$ _____	<input type="checkbox"/> Lining Soccer Field (maintenance)	\$ 102.00 x _____ = \$ _____
<input type="checkbox"/> Overhead Projector*	\$ 6.00 x _____ = \$ _____	<input type="checkbox"/> Initial Set up & Lining Football Field	\$ 587.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Sound System*	\$ 26.00 x _____ = \$ _____	<input type="checkbox"/> Lining Football Field (maintenance)	\$ 102.00 x _____ = \$ _____
<input type="checkbox"/> Piano	\$ 26.00 x _____ = \$ _____	<input type="checkbox"/> Tables (per table)	\$ 6.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Chairs (per chair)	\$ 2.00 x <u>150</u> = \$ <u>300</u>		

\*Tech Service - Customer to be charged \$31.00 p/hr for those events requiring technology assistance.

**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 & Sundays - all hours & after operating hours = \$36.00 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 (\$36 per hour fee applies if the spaces rented aren't left the way you found them). Large events will require custodial fees.

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed 5.5 = \$ 159.50  
 \$36.00 x number of hours needed 4 = \$ 144

- Facility Fees	\$ <u>357</u>	A 30% non-refundable deposit is required to secure your reservation. FULL PAYMENT IS DUE - 2 WEEKS PRIOR TO RENTAL DATE
- Equipment Fees	\$ <u>300</u>	
- Technology Service Fees	\$ _____	
- Custodial Fees	\$ <u>303.50</u>	
<b>Total Rental Fees</b>	<b>\$ <u>960.50</u></b>	

Completed by: \_\_\_\_\_ DATE: 3/7/17  
 Facilities Coordinator

I/we understand the above fees. If my application is accepted for the requested facility scheduled at Parkrose Middle School, 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: 1/26/17

**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 \$26.00 p/hr.
- ◆ All food must be consumed and served in the PSD Facilities designated areas.

◆ Individuals or organizations that use school facilities under Board Policy 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: Sparrow Clubs USA 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: 1, 20, 17

**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 \$2,000,000** and such insurance shall include Blanket Contractual Liability coverage which insures contractual liability under the indemnification of the Parkrose School District #3 and Parkrose Middle School by Licensee as set forth below.

1. Licensee shall maintain a policy endorsed to include the Parkrose School District, Parkrose Middle 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 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 Middle School, 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 MIDDLE SCHOOL PROPERTY.
3. All security services including peer group security desired by Licensee shall be arranged for by special agreement with the Parkrose Middle School and shall be paid for by the Licensee.
4. The Parkrose Middle 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 Parkrose Middle School.
6. A person operating a school-age recorded program may not operate the program without performing **criminal background checks** for all staff and volunteers and becoming recorded with the Office of Child Care. (Oregon Law 329A.257)

- ◆ Full payment and proof of insurance must be received prior to use of any facility.
- ◆ Application must be completed and turned in 30 days prior to rental date for consideration of reduced fees. Religious based organizations are excluded from receiving reduced fees due to Federal Law.
- ◆ All rentals are subject to availability, please check with the building administrator. Classrooms may not be rented during teacher contract hours, vacant classrooms can be rented.
- ◆ Individuals or Organizations who stay beyond the times indicated on this form will be subject to \$36 per hour penalty should PSD staff have to stay late. Individuals or Organizations are also subject to any charges incurred by the outside agency overseeing PSD's security, should they be called to the site.
- ◆ Facilities may be rented on non-school days with administrator approval but paperwork may not be accepted and processed on non-school days. Administrators and secretaries get a summer break. Please be sure facility applications for use during the summer or fall are submitted prior to the end of each school year.

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: Coordinator Teacher  
 Address: 1160 N E S. Ave City: Port State: OR Title: 97270  
 Zip: 97270

APPROVED FOR USE: [Signature] Building Principal TOTAL RENTAL FEES \$ 960.50