

PHS

Parkrose School District #3

KGAB-AR-1  
Adopted: April/2003  
Revised: April 2011

**\*\*\*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: M.E.S.D.

Contact: Stephanie Stenton

Phone: 503-257-1570

Date of Application: 6/4/2018

Date(s) of event: 8/22/2018

Purpose of Use: This is MESD's Annual start of the school year meeting & Back to school event.  
*Staff*

*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	\$ 780.00
- EQUIPMENT FEES	\$
- TECH SERVICE FEES	\$
- THEATER FEES	\$
- CUSTODIAL FEES	\$ 765.00
<b>TOTAL RENTAL FEES</b>	<b>\$ 1545.00</b>

**CUSTOMER PROPOSED FEES**

- FACILITY FEES 50%	\$ 390.00
- EQUIPMENT FEES	\$
- TECH SERVICE FEES	\$
- THEATER FEES	\$
- CUSTODIAL FEES 50%	\$ 382.50
<b>TOTAL RENTAL FEES</b>	<b>\$ 772.50</b>

Additional Conditions or Terms *(if applicable)*:

*No food or drink in the theater. Please clean-up after yourselves.*

History of Facility Use with Parkrose School District:

*Tradition of using Parkrose for this event, they also service our district schools.*

Parkrose School District Facility rental rates and criteria for Free or Reduced prices are subject to change in the 2018-2019 School year.

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>	<b>\$ 772.50</b>

Approved  Denied : *McCash* Date: 6-12-18  
*Building Principal/Designer Signature*

Administration Recommendation & Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*[Signature]* Date 6/18/18  
*Superintendent Signature*

Superintendent Recommendation & Comments:  
\_\_\_\_\_  
\_\_\_\_\_

BOARD ACTION:  
Approved  Denied  Date \_\_\_\_\_

Parkrose High School and  
Community Center

12003 NE Shaver Street  
Portland, OR 97220

# Invoice

DATE	INVOICE #
6/11/2018	3466

BILL TO
MESD Attn: Stephanie Stenton 11611 NE Ainsworth Circle Portland, OR 97292

TERMS	DUE DATE	RENTAL DATE
Due on Receipt	6/11/2018	08/23/2018

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Student Courtyard - NP	Student Courtyard (4/hr)	1	204.00	204.00
Podium-NP	Podium	1	6.00	6.00
Chairs- NP	Chairs (p/chair)	122	2.00	244.00
Tables - NP	Tables (per table)	16	6.00	96.00
"A" 4 Hour - NP	Theatre Package "A" (4/hr)	1	765.00	765.00
Wireless Mic - NP	Wireless Microphone	1	51.00	51.00
Pro.Screen - NP	Projection Screen - NP	1	26.00	26.00
Video Projector - NP	Video Projector	1	153.00	153.00

+2 classrooms for <sup>smaller</sup> break-out sessions

			<b>Total</b>	<b>\$1,545.00</b>
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**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: 6/4/18

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

Organization: MULTNOMAH EDUCATION SERVICE DISTRICT Non-Profit Tax ID#: 93-60008291

Contact: STEPHANIE STENTON Phone: (503) 257-1570

Email: SSTENTON@MESD-K12.ORG

Address: 11011 NE AINSWORTH CIRCUIT City: PORTLAND State: OR Zip: 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance

**Facility Fees:**

- |   |  |  |                             |
|---|--|--|-----------------------------|
| <input type="checkbox"/> Student Center (4hrs)                  | \$204.00 x <u>1</u> = \$ <u>204.00</u> | <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 checked="" 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 _____ = \$ _____ |
| <u>TWO</u> <input checked="" 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 type="checkbox"/> Upper Soccer Field (2hrs)     | \$ 51.00 x _____ = \$ _____ |
| <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 (PSD) Nutrition Service Staff may be scheduled for all Kitchen use at \$ 26.00 per hour  
 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 <u>1</u> = \$ <u>6.00</u>     | <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 <u>112</u> = \$ <u>224.00</u> | <input type="checkbox"/> Lining Soccer Field (maintenance)      | \$102.00 x _____ = _____ |
| <input type="checkbox"/> Tables (p/table)        | \$ 6.00 x <u>16</u> = \$ <u>96.00</u>   | <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 _____ = _____ |

\*Tech Service -- Customer to be charged \$31.00 p/hr for those events requiring technology assistance.  
 \*\* All Parkrose Schools have public Wi-Fi throughout. Please provide your own technology & equipment.

**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.

**Theater Rentals:**

Date(s)	Day(s) of week	PACKAGE(S)	Access Time - Exit Time	Expected Attendance
<u>6/13/18</u>	<u>WEDNESDAY</u>	<u>A.</u>	<u>7am - <del>11am</del> 12:30pm</u>	<u>550</u>

*Daunte, please confirm coverage*

**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 1 = \$ 765.00  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 PSD equipment operation or cueing.

4 Hours \$ 510.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 8 Hours \$ 765.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**Additional Theatre 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 1 = <u>26</u> -
<input checked="" type="checkbox"/> Wireless Microphone	\$ 51.00 x 1 = <u>51.00</u>	<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 1 = <u>153</u> -

**Custodial Fees\*\*\*: These include lock/unlock of the building, alarming the building, cleaning, event set-up/reset, 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)

\*\*\*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 \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$36.00 x number of hours needed \_\_\_\_\_ = \$ \_\_\_\_\_

- Facility Fees	\$ <u>204</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
- Equipment Fees	\$ <u>576</u> -	
- Technology Service Fees	\$ _____	
- Theater Fees	\$ <u>765</u> -	
- Custodial Fees	\$ _____	
<b>Total Rental Fees</b>	<b>\$ <u>1545</u> -</b>	

Completed by: [Signature] PSD Facilities Coordinator DATE 6/4/18

I/we understand the above fees. 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).

Client Signature [Signature] Date 6/4/18

◆ 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:** \_\_\_\_\_ 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* \_\_\_\_\_  
*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 \$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 by Licensee as set forth below.

1. Licensee shall maintain a policy endorsed to include the Parkrose School District Facilities, 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 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 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, inhalants, alcoholic beverages and controlled substances are strictly prohibited in or on Parkrose School District property. Possession of firearms or dangerous weapons in or on the premises is strictly prohibited by ORS 166.370.
3. All security services including peer group security desired by Licensee shall be arranged for by special agreement with the Parkrose School District Facility Coordinator and shall be paid for by the Licensee.
4. 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 Facility Coordinator.
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 \_\_\_\_\_ Position of Responsibility \_\_\_\_\_  
*Signature* \_\_\_\_\_ *Title*

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Approved for use by M. J. Thacker Total rental fees \$ 1,545.00  
*Building Principal*