

*****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: Alpha Dance Team

Contact: Jerry Watson Phone: _____

Date of Application: 1/13/14 Date(s) of event: Jan 29th - April 25th

Purpose of Use: practice space

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>1934-</u>
- EQUIPMENT FEES	\$ <u>—</u>
- TECH SERVICE FEES	\$ <u>—</u>
- THEATER FEES	\$ <u>—</u>
- CUSTODIAL FEES	\$ <u>1908-</u>
TOTAL RENTAL FEES	\$ <u>3842-</u>

CUSTOMER PROPOSED FEES

- FACILITY FEES	\$ <u>0</u>
- EQUIPMENT FEES	\$ <u>0</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>954-</u>
TOTAL RENTAL FEES	\$ <u>954-</u>

Additional Conditions or Terms (if applicable): 1/2 custodial fees;
See attached calendar for specific practice days

History of Facility Use with Parkrose School District: New group, currently
also rehearsing @ the High School; requesting more practice
time @ the middle school

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

- FACILITY FEES	\$	_____
- EQUIPMENT FEES	\$	_____
- TECH SERVICE FEES	\$	_____
- THEATER FEES	\$	_____
- CUSTODIAL FEES	\$	954
TOTAL RENTAL FEES	\$	954

Approved Denied

[Signature]
Building Principal/Designee

Date: 1.22.14

Administration Recommendation & Comments:

[Signature]
Superintendent Signature

Date 1/22/14

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: 1/13/14

For Office Use Only
 Received by: [Signature] Date: 1/13/14

Organization: Alpha Dance Team

Non-Profit Tax ID#:

Contact: Jenny Watson

Phone: 503-839-9944

Email: parkrosealpha@gmail.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>1/29/14 to</u>	<u>See attached</u>	<u>calendar</u>		<u>10-15</u>
<u>4/15/14</u>				

FACILITY FEES:

- Classroom (4hrs) \$ 26.00 x _____ = \$ _____
- Cafeteria (4hrs) \$102.00 x 14 = \$ 1434
- Stage (4hrs**) \$102.00 x _____ = \$ _____
- Kitchen (4hrs)* \$102.00 x _____ = \$ _____
- Parking Lot (4hrs) \$153.00 x _____ = \$ _____
- Locker Room (each/4hr) \$ 13.00 x _____ = \$ _____
- Tennis Courts (4cts/2hrs) \$ 26.00 x _____ = \$ _____
- Main Gym (2hrs) \$ 26.00 x _____ = \$ _____
- Small Gym (2hrs) \$ 13.00 x _____ = \$ _____
- Main Field (2hrs) \$ 26.00 x _____ = \$ _____
- Baseball Field (2hrs) \$ 26.00 x _____ = \$ _____
- Track (p/hr) \$ 26.00 x _____ = \$ _____
- Wrestling Rm (4hrs) \$ 13.00 x _____ = \$ _____
- BandRm (4hrs) \$ 26.00 x _____ = \$ _____

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 26.00 p/hr.

**When renting the Stage, Cafeteria fees apply.

***Facilities are charged based on units above. PSD will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- Podium \$ 6.00 x _____ = \$ _____
- Microphone \$ 6.00 x _____ = \$ _____
- TV/VCR/DVD \$ 11.00 x _____ = \$ _____
- Overhead Projector \$ 6.00 x _____ = \$ _____
- Sound System \$ 26.00 x _____ = \$ _____
- Piano \$ 26.00 x _____ = \$ _____
- Chairs (per chair) \$ 2.00 x _____ = \$ _____
- Tables (per table) \$ 6.00 x _____ = \$ _____
- Lining Baseball Field \$ 51.00 x _____ = \$ _____
- initial Set up & Lining Soccer Field \$ 255.00 x _____ = \$ _____
- Lining Soccer Field (maintenance) \$ 102.00 x _____ = \$ _____
- Initial Set up & Lining Football Field \$ 587.00 x _____ = \$ _____
- Lining Football Field (maintenance) \$ 102.00 x _____ = \$ _____

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

***Application must be completed and turned in 30 days prior to rental date for consideration of a reduced fee.

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed _____ = \$ _____

\$36.00 x number of hours needed 53 = \$ 1908

- FACILITY FEES \$ 1434

- EQUIPMENT FEES \$ _____

- CUSTODIAL FEES \$ 1908

TOTAL RENTAL FEES \$ 3342

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

Completed by: [Signature]
 Facilities Coordinator

DATE: 1/13/14

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 [Signature] Date 1/16/2014

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.
- ◆ All food must be consumed/served in the PMS Cafeteria and will be added to your contract and invoice.

◆ 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.

Signed [Signature] Date 1.16.2014

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 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.

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 Head Coach
Address 27 NE 100th Street City Portland State OR Zip 97212
APPROVED FOR USE [Signature] Building Principal TOTAL RENTAL FEES \$ 3642-

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

Jan 29th - April 25th

						
26				Practice 5-8pm PMS Cafeteria		
		27	28	29	30	31
				Practice 5-8pm PMS Cafeteria		



 = Competition Week


Parkrose Alpha Dance Team February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
						*
2	3	4	5	6	7	8
			Practice 5-8pm PMS Cafeteria			
9	10	11	12	13	14	15


Parkrose Alpha Dance Team

January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 	2 Practice 5-8pm *PMS* Cafeteria	3	4
5	6	7	8 Practice 5-8pm *PMS* Cafeteria	9 Practice 5-8pm *PMS* Cafeteria	10	11
12	13	14	15 Practice 5-8pm *PMS* Cafeteria	16	17	18
19	20 	21	22 Practice 5-8pm *PMS* Cafeteria	23	24	25
26	27	28 Student Duty →	29 Practice 5-8pm *PMS* Cafeteria	30	31	

 = Competition Week








Parkrose Alpha Dance Team February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 *
2	3	4	5	6	7	8
			Practice 6-8pm *PMS* Cafeteria			
9	10	11	12	13	14	15
	Practice 6-8pm *PMS* Cafeteria		Practice 6-8pm *PMS* Cafeteria			
16	17	18	19	20	21	22
			Practice 6-8pm *PMS* Cafeteria	Practice 6-8pm *PMS* Cafeteria		
23	24	25	26	27	28	
			Practice 6-8pm *PMS* Cafeteria			

■ = Competition Week

Parkrose Alpha Dance Team

March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
	Practice 5 - 8pm PMS Cafeteria		Practice 5 - 8pm PMS Cafeteria			
9	10	11	12	13	14	15
			Practice 5 - 8pm PMS Cafeteria	Practice 5 - 8pm PMS Cafeteria		
16	17	18	19	20	21	22
			Practice 5 - 8pm PMS Cafeteria			
23	24	25	26	27	28	29
						
30	31					
	Practice 5 - 8pm PMS Cafeteria					

■ = Competition Week

Parkrose Alpha Dance Team

April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
			Practice 5 - 8pm *PMS* Cafeteria			
6	7	8	9	10	11	12
						Dance Clinic 10am - 3pm *PMS* Cafeteria OR Main Gym
13	14	15	16	17	18	19
20	21	22	23	24	25	26
			Dance Tryouts 4 - 7pm *PMS* Cafeteria OR Main Gym		Dance Tryouts 4 - 7pm *PMS* Cafeteria OR Main Gym AND Small Gym	
27	28	29	30			

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