

*****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: Chess for Success

Contact: Richard Crockett Phone: 503-295-1230

Date of Application: Rec'd 3/14/17 Date(s) of event: Sat. 5/20/17 8am-4pm

Purpose of Use: Chess tournament

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>202.00</u>
- EQUIPMENT FEES	\$ <u>0</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>0</u>
TOTAL RENTAL FEES	\$ <u>202.00</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>0</u>
TOTAL RENTAL FEES	\$ <u>0</u>

Additional Conditions or Terms (if applicable): No custodian needed, group will clean up after themselves and Jenna Sjulin Sacramento SUN site manager will supervise the event, unlock and lock the building.

History of Facility Use with Parkrose School District:

Long history of giving the District Free chess program

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

- FACILITY FEES	\$	0
- EQUIPMENT FEES	\$	0
- TECH SERVICE FEES	\$	0
- THEATER FEES	\$	0
- CUSTODIAL FEES	\$	0
TOTAL RENTAL FEES	\$	0

Approved Denied Kate Bennett Date: 3/15/17
Building Principal/Designee Signature

Administration Recommendation & Comments:

K Gary Date 3/20/17
Supintendent Signature

Superintendent Recommendation & Comments:
please approve

BOARD ACTION:
Approved Denied

Date _____

Elementary School: SACRAMENTO

KGAC-AR-2
Adopted: April 2003
Revised: 10.14.16

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 MAR 2017

For Office Use Only
Received by: _____ Date: _____

Organization: CHESS FOR SUCCESS

Non-Profit Tax ID#: 93-1208405

Contact: RICHARD CROCKETT

Phone: 503-295-1230

Email: RICHARD@CHESSFORSUCCESS.ORG

Address 2701 NW VAUGHN #101 City PORTLAND State OR Zip 972

Date(s)	Day of week	ELEMENTARY	Access Time - Exit Time	Expected Attendance
<u>5/20/2017</u>	<u>Saturday</u>	<u>Sacramento</u>	<u>8:10am - 4:10pm</u>	<u>150-200</u>

FACILITY FEES:

- Gym (2hrs) \$ 13.00 x 4 = \$ 52.00
- Main Field (2hrs) \$ 13.00 x _____ = \$ _____
- Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____
- Softball Field (2hrs) \$ 13.00 x _____ = \$ _____
- Classroom (4hrs) \$ 13.00 x _____ = \$ _____

and playground - primary

- Stage (4hrs) \$ 51.00 x _____ = \$ _____
- WARM ~~Cafeteria~~ (4hrs) \$ 51.00 x _____ = \$ _____
- *Kitchen (4hrs) \$ 51.00 x _____ = \$ _____
- Multi-purpose Room (2hrs) \$ 38.00 x _____ = \$ _____
- Multi-purpose Room (4hrs) \$ 75.00 x 2 = \$ 150.00

*Parkrose School District Nutrition Service Staff will 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:

- 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 _____ = \$ _____

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

FACILITY FEES	\$ <u>202.00</u>
EQUIPMENT FEES	\$ <u>0</u>
CUSTODIAL FEES <u>N/A</u>	\$ <u>0</u>
TOTAL RENTAL FEES	\$ <u>202.00</u>

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
Facilities Coordinator

DATE 3/15/17

I/we understand the above fees. If my application is accepted for the requested facility scheduled at Sacramento, 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 Education (See Policy KGAA).
Client Signature: R. Richard Crockett Date: 3/14/2017

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: Chess for Success 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 R. Richard Arndt Date 3, 14, 2017

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 Licensees 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 Organization's 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.
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 R. Richard Arndt Position of Responsibility Program Oper. Dir
 Address 2701 NW Vaughn #101 city Portland state OR zip 97210

APPROVED FOR USE [Signature] TOTAL RENTAL FEES \$ 202.00
 Building Principal