

Knott

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: Parkrose Youth Soccer Club

Contact: Chad Taggard Phone: 503422 0041

Date of Application: 2.17.17 Date(s) of event: March 1st - May 20th, 2017

Purpose of Use: Soccer practices

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>767</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>767.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms *(if applicable)*:
Field and Goal use only

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	\$	_____
TOTAL RENTAL FEES	\$	_____

*see email notify.
Morrison of usage.*

Approved Denied :  Date: 2/21/17
Building Principal/Designee Signature - Sharie Lewis

Administration Recommendation & Comments:

 Date 2/22/17
Superintendent Signature

Superintendent Recommendation & Comments:

BOARD ACTION:
Approved Denied Date _____

Elementary School: _____

Parkrose ELEMENTARY School – 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: 2-17-17

For Office Use Only
 Received by: ALS Date: 2.21.17

Organization: Parkrose Soccer Club Non-Profit Tax ID#: 930669545

Contact: Chad Taggard Phone: 503 422 0091

Email: secretary@parkrosesoccer.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Elementary School	Access Time - Exit Time	Expected Attendance
<u>3/1-5/20</u>	<u>—</u>	<u>Prescott</u>	<u>Evenings</u>	
		<u>Knott</u>	<u>Usually 5-7 & Saturday mornings</u>	

Use of the fields to coach soccer and to play micro games March 1 to May 20

Facility Fees:

- | | |
|--|--|
| <input type="checkbox"/> Gym (2hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> Stage (4hrs) \$ 51.00 x _____ = \$ _____ |
| <input checked="" type="checkbox"/> Main Field (2hrs) \$ 13.00 x <u>59</u> = \$ <u>767</u> | <input type="checkbox"/> Cafeteria (4hrs) \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> *Kitchen (4hrs) \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Softball Field (2hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> Multi-purpose Room (2hrs) \$ 38.00 x _____ = \$ _____ |
| <input type="checkbox"/> Classroom (4hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> Multi-purpose Room (4hrs) \$ 75.00 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 _____ = \$ _____ | <input type="checkbox"/> Sound System* \$ 26.00 x _____ = \$ _____ |
| <input type="checkbox"/> Microphone* \$ 6.00 x _____ = \$ _____ | <input type="checkbox"/> Piano \$ 26.00 x _____ = \$ _____ |
| <input type="checkbox"/> TV/VCR/DVD* \$ 11.00 x _____ = \$ _____ | <input type="checkbox"/> Chairs ((per chair) \$ 2.00 x _____ = \$ _____ |
| <input type="checkbox"/> Overhead Projector* \$ 6.00 x _____ = \$ _____ | <input type="checkbox"/> Tables (per table) \$ 6.00 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.

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 - 7:30am-3:00pm = \$29.00 p/hour
- ◆ 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 and/or renter pulls the custodian away from his/her duties. 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>767</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>0</u>	
- Technology Service Fees	\$ <u>0</u>	
- Custodial Fees	\$ <u>0</u>	
Total Rental Fees	\$ <u>767</u>	

Completed by: _____ DATE _____
 Facilities Coordinator

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. 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 _____

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 will be required to verify insurance coverage before final authorization is granted.

Hold Harmless Agreement

Organization Name Here: Parkrose Soccer Club 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.

Chad R. [Signature]
Signed

2, 17, 17
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, 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, 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 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 Chad R. [Signature] Position of Responsibility Secretary
Signature Title

Address 14210 NE Eugene Ct City Portland State OR Zip 97230

Approved for use by [Signature] Total rental fees \$ 767.00
Building Principal

Sharie Lewis



in: sent

Mail

FY1 - Facility Usage @ Knott

Shari Lewis <sharie_lewis@parkrose.k12.or.us>
 to Scott, Andrea

3:12 PM (13 minutes ago)

Scott per our discussion we have a request to use the Knott field - period 3/1/17 thru 5/20/17 - times of use - typically 5-7 in evening and Saturday mornings - purp use - soccer practice.

Thanks

Shari Lewis, CPA
 Director of Business Services & Operations
 Parkrose School District
 ofc (503) 408-2103
 fax (503) 408-2140
sharie_lewis@parkrose.k12.or.us

Confidentiality Notice: This e-mail and any attachments are intended only for use by addressee(s) named and may contain confidential or privileged information. If you are not the intended recipient, or the person responsible for delivering this document to the intt you are hereby notified that any dissemination, printing, or copying of this e-mail is strictly prohibited. If you have received this message in error, please notify my office and promptly delete the original copy of any e-mail. Thank you.

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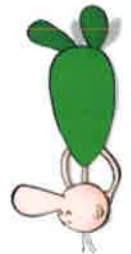
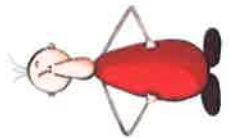
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 Christine Blouke

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*****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 Youth Soccer Club

Contact: Chad Taggard Phone: 5034220041

Date of Application: 2-16-17 Date(s) of event: March 1st - May 20th, 2017

Purpose of Use: Soccer practices

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>267</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>267.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms *(if applicable)*:

Field and Goal use only

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

Approved Denied : Salvatore Maranto Date: 02/21/17
Building Principal/Designee Signature

Administration Recommendation & Comments:

R Gray Date 2/21/17
Superintendent Signature

Superintendent Recommendation & Comments:
please approve

BOARD ACTION:
Approved Denied Date _____

Elementary School:

Prescott

KGAC-AR-3
Adopted: April 2003
Revised: 1.25.17

Parkrose ELEMENTARY School - 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: 2-16-17

For Office Use Only
Received by: AK Date: 2.21.17

Organization: PARKROSE Soccer CLUB Non-Profit Tax ID#: 930669545

Contact: CITAD TAGGARD Phone: 503 422 0041

Email: Secretary@ParkroseSoccer.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Elementary School	Access Time - Exit Time	Expected Attendance
3-1/16-17	Evening	Prescott	Evening usually	
1/31-2/1	WEEKDAYS	Shaver	5-7	

Use of the
tables to
coach soccer
from
March 1
to May
20.

Facility Fees:

- Gym (2hrs) \$ 13.00 x _____ = \$ _____
- Main Field (2hrs) \$ 13.00 x 59 = \$ 767
- Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____
- Softball Field (2hrs) \$ 13.00 x _____ = \$ _____
- Classroom (4hrs) \$ 13.00 x _____ = \$ _____
- Stage (4hrs) \$ 51.00 x _____ = \$ _____
- Cafeteria (4hrs) \$ 51.00 x _____ = \$ _____
- *Kitchen (4hrs) \$ 51.00 x _____ = \$ _____
- Multi-purpose Room (2hrs) \$ 38.00 x _____ = \$ _____
- Multi-purpose Room (4hrs) \$ 75.00 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:**

- 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.
** All Parkrose Schools have public Wi-Fi throughout. Please provide your own technology & equipment.

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 - 7:30am-3:00pm = \$29.00 p/hour
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- ***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 and/or renter pulls the custodian away from his/her duties. 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>767</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>0</u>	
- Technology Service Fees	\$ <u>0</u>	
- Custodial Fees	\$ <u>0</u>	
Total Rental Fees	\$ <u>767.00</u>	

Completed by: Andrea Steiner DATE 2-21-17
Facilities Coordinator

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. 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 _____

Catering/Food Requirements

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- ◆ 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 will be required to verify insurance coverage before final authorization is granted.

Hold Harmless Agreement

Organization Name Here: Parkrose Soccer Club 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.

Chad M. [Signature] Signed _____ 2, 17, 17 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, 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.
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Laws - Rules - Regulations

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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.
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- ◆ 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.
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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 Chad M. [Signature] Position of Responsibility Secretary
Signature Title

Address 14210 NE EUGENE CT City Portland State OR Zip 97230

Approved for use by Salvatore [Signature] Total rental fees \$ 767.00
Building Principal

Russell

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

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- Attach a copy of constitution *(if applicable)*
- Attach a current list of members with addresses *(if applicable)*

QUOTED FEES

- FACILITY FEES	\$ <u>767</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>767.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms *(if applicable)*:

Field and Goal use only

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	\$	_____
TOTAL RENTAL FEES	\$	_____ <i>o</i>

Approved Denied : Heather Bailey Date: 2/21/17
Building Principal/Designee Signature

Administration Recommendation & Comments:

K. Gray Date 2/21/17
Superintendent Signature

Superintendent Recommendation & Comments:

please approve

BOARD ACTION:
 Approved Denied Date _____

Elementary School: Russell

KGAC-AR-2
Adopted: April 2003
Revised: 1.25.17

Parkrose ELEMENTARY School – 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: 2-16-17

For Office Use Only
Received by: AS Date: 2.21.17

Organization: Parkrose Soccer Club Non-Profit Tax ID#: 930669545

Contact: Chad Taggard Phone: 503 422 0041

Email: Secretary@Parkrosesoccer.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Elementary School	Access Time - Exit Time	Expected Attendance
<u>3-1 5-7</u>		<u>Russell</u>	<u>Evenings</u>	
<u>4-1 5-7</u>		<u>Sacramento</u>	<u>Usually 5-7</u>	

Facility Fees:

- Gym (2hrs) \$ 13.00 x _____ = \$ _____
- Main Field (2hrs) \$ 13.00 x 59 = \$ 767
- Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____
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- 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.
 ** All Parkrose Schools have public Wi-Fi throughout. Please provide your own technology & equipment.

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 – 7:30am-3:00pm = \$29.00 p/hour
- ◆ 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 and/or renter pulls the custodian away from his/her duties. 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>767</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>0</u>	
- Technology Service Fees	\$ <u>0</u>	
- Custodial Fees	\$ <u>0</u>	
Total Rental Fees	\$ <u>767.00</u>	

Completed by: Andra Stein DATE 2-21-17
 Facilities Coordinator

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. 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 _____

Use of
Fields to
coach
soccer from
March to
May 20.

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 will be required to verify insurance coverage before final authorization is granted.

Hold Harmless Agreement

Organization Name Here: Parkrose Soccer Club 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.

Chad [Signature] Signed _____ Date 2, 17, 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 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, 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 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 Chad [Signature] Position of Responsibility Secretary
Signature Title
 Address 14210 NE EUGENE CT City Portland State OR Zip 97230
 Approved for use by Heather Bailey Total rental fees \$ 767.00
Building Principal

Sac

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: Parkrose Youth Soccer Club

Contact: Chad Taggard Phone: 503422 0641

Date of Application: 2-16-17 Date(s) of event: March 1st - May 20th, 2017

Purpose of Use: soccer practices

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>767</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>767.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms *(if applicable)*:

Field and Goal use only

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	\$	_____
TOTAL RENTAL FEES	\$	0

Approved Denied

Katie Bennett
Building Principal/Designee Signature

Date: 2/21/17

Administration Recommendation & Comments:

K. Gray
Superintendent Signature

Date

2/21/17

Superintendent Recommendation & Comments:

please approve

BOARD ACTION:

Approved Denied

Date _____

Elementary School: Sacramento

Parkrose ELEMENTARY School – 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: 2-16-17

For Office Use Only
 Received by: ARS Date: 2.21.17

Organization: Parkrose Soccer Club Non-Profit Tax ID#: 930669545

Contact: Chad Taggard Phone: 503 422 0041

Email: Secretary@Parkrosesoccer.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Elementary School	Access Time - Exit Time	Expected Attendance
<u>3-1 5-7</u>		<u>RUSSELL</u>	<u>Evenings</u>	
<u>3-1 5-7</u>		<u>Sacramento</u>	<u>Usually 5-7</u>	

Facility Fees:

- | | |
|--|--|
| <input type="checkbox"/> Gym (2hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> Stage (4hrs) \$ 51.00 x _____ = \$ _____ |
| <input checked="" type="checkbox"/> Main Field (2hrs) \$ 13.00 x <u>59</u> = \$ <u>767</u> | <input type="checkbox"/> Cafeteria (4hrs) \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> *Kitchen (4hrs) \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Softball Field (2hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> Multi-purpose Room (2hrs) \$ 38.00 x _____ = \$ _____ |
| <input type="checkbox"/> Classroom (4hrs) \$ 13.00 x _____ = \$ _____ | <input type="checkbox"/> Multi-purpose Room (4hrs) \$ 75.00 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 _____ = \$ _____ | <input type="checkbox"/> Sound System* \$ 26.00 x _____ = \$ _____ |
| <input type="checkbox"/> Microphone* \$ 6.00 x _____ = \$ _____ | <input type="checkbox"/> Piano \$ 26.00 x _____ = \$ _____ |
| <input type="checkbox"/> TV/VCR/DVD* \$ 11.00 x _____ = \$ _____ | <input type="checkbox"/> Chairs ((per chair) \$ 2.00 x _____ = \$ _____ |
| <input type="checkbox"/> Overhead Projector* \$ 6.00 x _____ = \$ _____ | <input type="checkbox"/> Tables (per table) \$ 6.00 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.

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

***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 and/or renter pulls the custodian away from his/her duties. 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>767</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>0</u>	
- Technology Service Fees	\$ <u>0</u>	
- Custodial Fees	\$ <u>0</u>	
Total Rental Fees	\$ <u>767.00</u>	

Completed by: Andrew Jhr DATE 2-21-17
 Facilities Coordinator

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. 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 _____

Use of fields to coach soccer from March 1 to May 20.

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 will be required to verify insurance coverage before final authorization is granted.

Hold Harmless Agreement

Organization Name Here: Parkrose Soccer Club 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 Chad R. [Signature] Date 2, 17, 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 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, 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 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 Chad R. [Signature] Position of Responsibility Secretary
Signature Title

Address 14210 NE EUGENE CT City Portland State OR Zip 97230

Approved for use by [Signature] Total rental fees \$ 767.00
Building Principal

Shaver

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: Parkrose Youth Soccer Club

Contact: Chad Taggard Phone: 5034220041

Date of Application: 2-16-17 Date(s) of event: March 1st - May 20th, 2017

Purpose of Use: Soccer practices

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>767</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>767.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms (if applicable):

Field and Goal Use only

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

Approved Denied

[Handwritten Signature]
Building Principal/Designee Signature

Date: 2-21-17

Administration Recommendation & Comments:

[Handwritten Signature]
Superintendent Signature

Date 2/21/17

Superintendent Recommendation & Comments:

Please approve

BOARD ACTION:

Approved Denied

Date _____

Elementary School: Shaver

KGAC-AR-2
Adopted: April 2003
Revised: 1.25.17

Parkrose ELEMENTARY School - 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: 2-16-17

For Office Use Only
Received by: ALS Date: 2-21-17

Organization: PARKROSE SOCCER CLUB Non-Profit Tax ID#: 930669545

Contact: CITAD TAGGARD Phone: 503 422 0041

Email: Secretary@ParkroseSoccer.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Elementary School	Access Time - Exit Time	Expected Attendance
3/1-5/2	Evening	10636 NE Prescott	evening	weekly
3/1-5/2	WEEKDAYS	Shaver	5-7	

Use of the fields to coach soccer from March 1 to May 20.

Facility Fees:

- Gym (2hrs) \$ 13.00 x _____ = \$ _____
- Main Field (2hrs) \$ 13.00 x 59 = \$ 767.00
- Baseball Field (2hrs) \$ 13.00 x _____ = \$ _____
- Softball Field (2hrs) \$ 13.00 x _____ = \$ _____
- Classroom (4hrs) \$ 13.00 x _____ = \$ _____
- Stage (4hrs) \$ 51.00 x _____ = \$ _____
- Cafeteria (4hrs) \$ 51.00 x _____ = \$ _____
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- Multi-purpose Room (2hrs) \$ 38.00 x _____ = \$ _____
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*Parkrose School District (PSD) Nutrition Service Staff may be scheduled for all Kitchen use at \$ 26.00 per hour
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Equipment Fees:**

- Podium* \$ 6.00 x _____ = \$ _____
- Microphone* \$ 6.00 x _____ = \$ _____
- TV/VCR/DVD* \$ 11.00 x _____ = \$ _____
- Overhead Projector* \$ 6.00 x _____ = \$ _____
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- Piano \$ 26.00 x _____ = \$ _____
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*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.

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- ◆ Saturdays - 7:30am-3:00pm = \$29.00 p/hour
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Facilities Coordinator will complete this section:

\$29.00 x number of hours needed _____ = \$ _____
 \$36.00 x number of hours needed _____ = \$ _____

- Facility Fees	\$ <u>767.00</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>0</u>	
- Technology Service Fees	\$ <u>0</u>	
- Custodial Fees	\$ <u>0</u>	
Total Rental Fees	\$ <u>767.00</u>	

Completed by: Andra Steer DATE 2-21-17
Facilities Coordinator

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. 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 _____ Date _____

Catering/Food Requirements

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- ◆ All food must be consumed and served in the PSD Facilities designated areas.

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Hold Harmless Agreement

Organization Name Here: Parkrose Soccer Club 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 and willful misconduct of the District.

Chad King
Signed

2, 17, 17
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.

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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.
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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.

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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 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)

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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 Chad King Position of Responsibility Secretary
Signature Title

Address 14210 NE EUGENE CT City Portland State OR Zip 97230

Approved for use by [Signature] Total rental fees \$ 767.00
Building Principal

MS

*****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 Youth Soccer Club

Contact: Chad Taggard Phone: 5034 22 0041

Date of Application: 2.17.17 Date(s) of event: March 1st - May 20th, 2017

Purpose of Use: Soccer practices

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>1534</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>1,534.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms *(if applicable)*: Field and Goal use only

Any time after 5:00

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	\$ _____
TOTAL RENTAL FEES	\$ _____

PMS

Approved Denied

Date: 2/21/17

Building Principal/Designee Signature

Administration Recommendation & Comments:

See note!

H. Gray

Date 2/21/17

Superintendent Signature

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: 2-17-17

For Office Use Only
 Received by: AK Date: 2.21.17

Organization: Parkrose Soccer Club

Non-Profit Tax ID#: 93060545

Contact: Chad Taggard

Phone: 503 422 0041

Email: secretary@parkrose.soccer.com

Address _____ City _____ State _____ Zip _____

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>3/1-5/20</u>	<u>—</u>	<u>MAIN FIELD</u>	<u>Evening, approx 5-7</u>	<u>20-30</u>

Facility Fees:

<input type="checkbox"/> Classroom (4hrs)	\$ 26.00 x _____ = \$ _____	<input type="checkbox"/> Main Gym (2hrs)	\$ 26.00 x _____ = \$ _____
<input type="checkbox"/> Cafeteria (4hrs)	\$ 102.00 x _____ = \$ _____	<input type="checkbox"/> Small Gym (2hrs)	\$ 13.00 x _____ = \$ _____
<input type="checkbox"/> **Stage (4hrs)	\$ 102.00 x _____ = \$ _____	<input checked="" type="checkbox"/> Main Field (2hrs)	\$ 26.00 x <u>59</u> = \$ <u>1534</u>
<input type="checkbox"/> Library (4hrs)	\$ 102.00 x _____ = \$ _____	<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 type="checkbox"/> Parking Lot (4hrs)	\$ 153.00 x _____ = \$ _____	<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 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 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 type="checkbox"/> Chairs (per chair)	\$ 2.00 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 & 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 and/or renter pulls the custodian away from his/her duties. 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>1534.00</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>0</u>	
- Technology Service Fees	\$ <u>0</u>	
- Custodial Fees	\$ <u>0</u>	
Total Rental Fees	\$ <u>1534.00</u>	

Completed by: Andrea Stur DATE 2/21/17
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 _____

Use of main field to coach soccer from March 1 to MAY 20.

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 will be required to verify insurance coverage before final authorization is granted.

HOLD HARMLESS AGREEMENT

Organization Name Here: Parkrose Soccer Club 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.

Chad Nitz Signed 2 17 11 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 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, 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 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 Chad Nitz Position of Responsibility Secretary
 Address 14210 NE Eugene St City Portland State Or Zip 97230
 APPROVED FOR USE [Signature] Building Principal TOTAL RENTAL FEES \$ 1534.00