Parkrose School District 3

Free/Reduced Facility Use
Request Form
(Use this form to qualify an organization for continued free/reduced Facility Use)

In accordance with District Policy KGAB and KGAC, I am requesting approval and recognition as a District recognized organization, which meets the criteria for free or discounted facility use. I am declaring that this organization is directly benefiting the children and or citizens of the Parkrose School District and that our activities promote and support the vision and purpose of the Parkrose Public Schools.

Name of Organization: _____

Address: _____

Contact Person: _____ Phone # _____

Primary Purpose or Goal: _____

_____

_____

Financial Assets: _____

_____

_____

Current Assets: _____ Current Liability _____

Income Source: _____ Amount: _____ *month/year*

Expense Source: _____ Amount: _____ *month/year*

Current Officers: _____   _____

_____   _____

_____   _____

_____   _____

Please attach a current set of: 1.   Bylaws or other documents which guide this organization.
2.   Current roster of members and membership eligibility.
3.   Insurance Policy.
4.   501 3(c) or equivalent.

The Board may request additional information and/or detail. They may also request an interview prior to approval. The Board approval of this application will allow your organization to use school facilities without charge (or substantially reduced fee) in accordance with district policy KGAB and KGAC. Note: there may still be a charge for facility use based on added costs. Facility use without charge remains at the discretion of the District. The District will continue to identify and report costs associated with this rental.

_____
Applicants Signature

Staff Recommendation: The Superintendent and staff make the following recommendations. Included are the estimated costs and impact of this request.

_____
Staff Signature

Board Action:

Action Date:_____Approval_____Disapproval_____

Note: The cost associated with this rental will be identified by staff and assessed to the Community Center as part of the Boards/Districts Community Center Fund. This action may require the use or transfer of funds from the General Fund to the Community Center Fund.

Conditions, Restrictions, Cost: