

Prescott

**\*\*\*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: Adventures in Spanish

Contact: Jessica Swartz Amezcua Phone: 503-929-7933

Date of Application: 6/10/15 Date(s) of event: Wed. Sept 16<sup>th</sup> - May 18<sup>th</sup>

Purpose of Use: To provide a fun, active Spanish learning class to kids grades K-3.

*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>377</u>
- EQUIPMENT FEES	\$ <u>-</u>
- TECH SERVICE FEES	\$ <u>-</u>
- THEATER FEES	\$ <u>-</u>
- CUSTODIAL FEES	\$ <u>841</u>
<b>TOTAL RENTAL FEES</b>	<b>\$ <u>1218</u></b>

**CUSTOMER PROPOSED FEES**

- FACILITY FEES	\$ <u>261</u>
- EQUIPMENT FEES	\$ <u>-</u>
- TECH SERVICE FEES	\$ <u>-</u>
- THEATER FEES	\$ <u>-</u>
- CUSTODIAL FEES	\$ <u>0</u>
<b>TOTAL RENTAL FEES</b>	<b>\$ <u>261</u></b>

\$9 per/hr ↗

Additional Conditions or Terms (if applicable):

They are paying \$9/hr like they do in other school districts

History of Facility Use with Parkrose School District: Great experience last year

This section to be completed by PSD Administration:

**PSD ADMINISTRATION APPROVED FEES**

- FACILITY FEES	\$ 261.00
- EQUIPMENT FEES	\$ _____
- TECH SERVICE FEES	\$ _____
- THEATER FEES	\$ _____
- CUSTODIAL FEES	\$ _____
<b>TOTAL RENTAL FEES</b>	<b>\$ 261.00</b>

renter responsible  
for their own clean  
up & student  
management

Approved  Denied  N/A Date: \_\_\_\_\_

*Building Principal/Designer*

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

Karen Gray Date 6/15/15  
*Superintendent Signature*

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

please approve - good program  
secretary Prescott reports that they  
were good partners in 2014-15.

**BOARD ACTION:**

Approved  Denied

Date \_\_\_\_\_

Prescott

Non-Profit

KGAC-AR-2  
Adopted: April 2003  
Revised: December 2013

**PARKROSE ELEMENTARY SCHOOLS - FACILITIES USE APPLICATION**

Parkrose School District - 10636 NE Prescott Street - Portland, Oregon 97220 - Fax (503) 408-2140

Today's Date: 6/10/15

For Office Use Only  
Received by: *[Signature]* Date: 6/11/15

Organization: Portland Early Learning Project - Adventures in Spanish

Contact: Jessica Swartz Amezcua Phone: 503-929-7933

Email: jessica@portlandearlylearning.com

Address 14834 NW Deerfoot Ln City Portland State OR Zip 97229

Date(s)	Day of week	ELEMENTARY	Access Time - Exit Time	Expected Attendance
attached	Wed	Prescott	12:40-1:40pm	12 students, 1 adult

**FACILITY FEES:**

- Gym (2hrs) \$ 26.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Main Field (2hrs) \$ 26.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Baseball Field (2hrs) \$ 26.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Softball Field (2hrs) \$ 26.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Classroom (4hrs) *2.9 days @ 13.00* \$ 26.00 x *2.9* = \$ *377*
- Stage (4hrs) \$ 102.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Cafeteria (4hrs) \$ 102.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Kitchen (4hrs) \$ 102.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Multi-purpose Room (2hrs) \$ 76.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Multi-purpose Room (4hrs) \$ 150.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

*Meeting Space to be determine in the fall  
Jessica please call Terri after 8/17/15*

\*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 26.00 p/hr  
\*\*\*Facilities are charged based on units above. PSD will not invoice on the half, quarter, or partial units.

**EQUIPMENT FEES:**

- Podium \$ 11.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Microphone \$ 11.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- TV/VCR/DVD \$ 21.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Overhead Projector \$ 11.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Sound System \$ 51.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Piano \$ 51.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Chairs (per chair) \$ 3.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- Tables (per table) \$ 11.00 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 = \$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 *2.9* = \$ *841*  
\$36.00 x number of hours needed \_\_\_\_\_ = \$ \_\_\_\_\_

FACILITY FEES	\$ <u>377</u>
EQUIPMENT FEES	\$ _____
CUSTODIAL FEES	\$ <u>841</u>
<b>TOTAL RENTAL FEES</b>	<b>\$ <u>1218</u></b>

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

Completed by: *[Signature]* DATE: 6/12/15

I/we understand the above fees. If my application is accepted for the requested facility scheduled at Prescott Elementary, 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 Jessica Swartz Amezcua Date 6/10/15

**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.

♦ 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:** Portland Early Learning Project-Adventures In Spanish 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.

Jessica Swartz Amezcua Date 06 / 10 / 15  
Signed Date

**INSURANCE REQUIREMENTS**

Commercial General Liability insurance endorsement providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities licensed hereunder, such insurance to offer immediate protection to the limit of no less than \$500,000 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, 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.

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 Jessica Swartz Amezcua Position of Responsibility Director  
Signature Title

Address 14834 NW Deerfoot Lane City Portland State OR Zip 97229

APPROVED FOR USE Karen Gray 6/11/15 TOTAL RENTAL FEES 1218  
In Lieu of Building Principal

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

Portland Early Learning Project

Parkrose School District Dates:

PRESCOTT

CLASS DATES	NO SCHOOL DAYS	# OF CLASSES	SCHOOLS
Sept 16, 23, 30 Oct 7, 14, 28 Nov 4, 18 Dec 2, 9, 16 Jan 13, 20, 27 Feb 3, 10, 17, 24 Mar 2, 9, 16, 30 Apr 6, 13, 20, 27 May 4, 11, 18	10/21 Planning Day Veteran's Day 11/11 Winter Break Dec 21-Jan 8 Mar 21-25 Spring Break	29 classes	Prescott 12:40-1:40

Verified these  
 are All  
 School-Days  
 (Wednesdays)  
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