

HS

*****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 Dance Team Competition

Contact: Caysie Duay / Shannon Nguyen Phone: 503-769-2521

Date of Application: 2/5/13 Date(s) of event: 2/15 - 2/17 2013

Purpose of Use: 14th Annual competition as fundraiser
for PHS Dance, Boosters, Partnership with NHS,
Leadership, and PCTV.

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>7,250</u>
- EQUIPMENT FEES	\$ <u>490</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>952.00</u>
TOTAL RENTAL FEES	\$ <u>9,692.00</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>144.00</u>
TOTAL RENTAL FEES	\$ <u>144.00</u>

Additional Conditions or Terms (if applicable): PSD to invoice separately for food service labor. ★

History of Facility Use with Parkrose School District: 14th annual!
See attached.

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	\$ 144.00

Approved Denied :  Date: 2/6/13
Building Principal/Designee

Administration Recommendation & Comments:

 Date 2/13/13
Superintendent Signature

Superintendent Recommendation & Comments:
Rec. approval.

BOARD ACTION:
Approved Denied Date _____

February 6, 2013

Parkrose School Board,

We are resubmitting the Parkrose Dance Team Reduced Fees Application, previously reviewed at the 10/22/12 meeting. We are seeking an amendment to our invoiced custodial fees, as we are not invoiced equitably in comparison to our fellow programs.

The rationale behind this is that our other Parkrose HS athletic groups and teams are not charged custodial for their fundraising tournaments and events. This includes Volleyball, Basketball, Football, and Wrestling. The Athletic Custodian and the Saturday custodian cover these events, maintaining their regular work schedule and hours.

We are requesting that we only be charged for the overtime custodial hours that are needed and have been approved (4hrs). Here is what we are currently invoiced for:

(Below format is from the Parkrose Facility Use Application)

CUSTODIAL FEES:

◆ 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

Parkrose Dance Team Invoiced for:

\$29.00 x number of hours needed: 14 Hours Invoiced = \$ 392.00

- Includes Noah for 8 hours Saturday, and Brad for 5 hours on Friday

\$36.00 x number of hours needed: 16 Hours Invoiced = \$ 560.00

- Includes Brad for 8 hours on Saturday after 3pm and Brad for 8 hours on Sunday
 - Does not include the 4 additional hours that were Admin approved on 1/30/13 and are needed to recover the building on Sunday 2/17/13

Total invoiced custodial fees: \$952.00

Proposed Parkrose Dance Team invoice:

\$29.00 x number of hours needed: 0 hours invoiced = \$ 0

- includes Noah for 8 hours Saturday, and Brad for 5 hours on Friday. Each of these shifts are regularly scheduled and occurring shifts.

\$36.00 x number of hours needed: 4 hours invoiced = \$ 144.00

- includes Brad for 8 hours on Saturday after 3pm and Brad for 8 hours on Sunday
- includes the 4 additional hours that were Admin approved on 1/30/13 and are needed to recover the building on Sunday 2/17/13

Proposed total invoiced custodial fees: \$144.00

Thank you for your consideration of this request. We recognize that it may be viewed post-event.

Shannon Nguyen – Head Coach

Caysie Duax – Assistant Coach & Event Director

Custodial Schedule

Event: Dance Competition

Dates: February 15th - 17th, 2013

Friday 2/15/13

Noah = 11:00am-8:00pm

Charlie = 10:00pm-6:00am

Dave = 11:00pm-7:00am

Gary = 11:00am-7:00am

Brad (Athletic Custodian) = 10:30am-7:00pm

Saturday 2/16/13

Noah = 7:00am-3:30pm

Brad (Athletic Custodian) = 3:00pm-11:30pm

Sunday 2/17/13

Nina = 2:00pm-6:00pm

Brad (Athletic Custodian) = 8 hours

+ *Overtime* * = 4 hours (**Received Administration approval on 1/30/13*)

*Dance Team coaches, members, and parents will:

- Set up all classrooms and facility areas as needed on Friday 2/15/13
- Pick-up big stuff/trash on floors
- Bus cafeteria tables during event
- Use magnetic roller to pick up all bobby pins from all classrooms and halls
- Assist in Bathroom re-stocking & cleaning throughout the event
- Take all trash from rooms to Main Entrance Foyer, reline garbage cans
- Re-Set all rooms as found Friday 2/15/13

*Custodial Staff will do the following:

- Spot Vacuum all rooms 2/15/13
- Be responsible for removing necessary millions
- Be responsible for alarming the building 2/15-2/17
- Thoroughly sanitize and re-stock restrooms (during event, & post-event) – Check in at main office for assistance on women's restrooms
- Trash: checking constantly (gym, cafeteria, restrooms)

PARKROSE HIGH SCHOOL FACILITIES USE APPLICATION

"Parkrose Community Groups/Non-Profit Organizations"

Parkrose High School - 12003 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2739

Today's Date: 9/21/12

For Office Use Only
Received by: _____ Date: _____

Organization: PHS Dance Team Non-Profit Tax ID#: PHS

Contact: Caylie Duay Phone: 503-789-2521

Email: caylie.duay@horizonair.com

Address 12003 ne shaver st City Portland State OR Zip 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>2/15</u>	<u>Fri</u>	<u>all</u>	<u>3pm - 9pm</u>	<u>65</u>
<u>2/16</u>	<u>Sat</u>	<u>all</u>	<u>10am - 10pm</u>	<u>2,500 +/-</u>

FACILITY FEES:

- Student Center (4hrs) \$204.00 x 6 = \$ _____
- Kitchen (4hrs)* \$204.00 x 6 = \$ _____
- Community Rooms (4hrs) \$ 51.00 x _____ = \$ _____
- Student Courtyard (4hrs) \$102.00 x _____ = \$ _____
- Band Room (4hrs) \$ 51.00 x 6 = \$ _____
- Choir Room (4hrs) \$ 26.00 x 6 = \$ _____
- Classroom (4hrs) \$ 26.00 x 10 = \$ _____
- Library (p/hr) \$ 51.00 x 22 = \$ _____
- West Parking Lot (4hrs) \$153.00 x _____ = \$ _____
- Pool (up to 25 people/ 2hrs) \$102.00 x _____ = \$ _____
- Pool (swim meet/ 2hrs) \$306.00 x _____ = \$ _____
- Gym (2hrs) \$ 51.00 x 11 = \$ _____
- Wrestling Rm (4hrs) \$ 26.00 x _____ = \$ _____
- Dance Room (4hrs) \$ 26.00 x _____ = \$ _____
- Locker Room (each/4hrs) \$ 26.00 x _____ = \$ _____
- Tennis Courts (4 courts/2hrs) \$ 51.00 x _____ = \$ _____
- Track (p/hr) \$ 51.00 x _____ = \$ _____
- Football Field (2hrs) \$ 51.00 x _____ = \$ _____
- Baseball Field (2hrs) \$ 51.00 x _____ = \$ _____
- Upper Soccer Field (2hrs) \$ 51.00 x _____ = \$ _____
- NE Soccer Complex (2hrs) \$ 76.00 x _____ = \$ _____
- Softball Field (2hrs) \$ 51.00 x _____ = \$ _____

*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. PHSCC will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- Podium * \$ 6.00 x _____ = _____
- Microphone * \$ 11.00 x _____ = _____
- TV/VCR/DVD \$ 11.00 x 20 = _____
- Choral Risers \$102.00 x _____ = _____
- Sound System \$ 26.00 x _____ = _____
- Chairs (p/chair) \$ 2.00 x 35 = _____
- Tables (p/table) \$ 6.00 x 30 = _____
- Bleachers (1 side) \$ 51.00 x 2 = _____
- Swim Scoreboard (p/use) \$102.00 x _____ = _____
- Gym Floor Cover \$204.00 x _____ = _____
- Field Lights (per hr) \$ 51.00 x _____ = _____
- Volleyball Net (3 nets/p use) \$ 51.00 x _____ = _____
- Lining Baseball Field \$ 51.00 x _____ = _____
- Initial Set up & Lining Soccer Field \$255.00 x _____ = _____
- Lining Soccer Field (maintenance) \$102.00 x _____ = _____
- Initial Set up & Lining Football Field \$587.00 x _____ = _____
- Lining Football Field (maintenance) \$102.00 x _____ = _____
- Scoreboard \$ 26.00 x 1 = 26.00

*PHS Tech Service -- Customer to be charged \$31.00 p/hr for those events requiring technology assistance.
** PHIS is a wireless building. Please provide your own technology & equipment.

CATERING/FOOD REQUIREMENTS

- ◆ All Catering must be contracted by Parkrose Food Service (503-408-2122), or one of our Preferred Caterers.
- ◆ If you are not using Parkrose Food Service, you are required to choose from our list of Preferred Caterers, which may be provided to you upon request (503-408-2697). Additionally, a Parkrose Food Service employee will be required for all kitchen use at a rate of \$26.00 p/hr.
- ◆ All food must be consumed/served in the PHSCC Student Center and will be added to your contract and invoice.

THEATER RENTALS:

Date(s)	Day(s) of week	PACKAGE(s)	Access Time - Exit Time	Expected Attendance

THEATER PACKAGES & FEES:

PACKAGE "A"

This package includes: Stage to mid-stage curtain (26' of depth), use of front curtain, up to 4 microphones, 4 stage monitor speakers, house CD player(s), up to 8 standard lighting cues, 1 A/V component set-up, theater supervisor w/1 crew member.

4 Hours \$ 765.00 x _____ = \$ _____ Additional Hour beyond 4 \$ 204.00 x _____ = \$ _____
 8 Hours \$ 1122.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 255.00 x _____ = \$ _____

PACKAGE "B"

This package includes: All of Package "A", full stage to up-stage curtain (44' of depth), up to 4 additional microphones (8 total), up to 24 standard lighting cues, up to 3 rigging moves, access to dressing/make-up rooms, theater supervisor w/2 crew members.

8 Hours \$ 1250.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 281.00 x _____ = \$ _____

PACKAGE "C"

This package includes: All of Packages "A" & "B", full access to lighting and sound system inventories, up to 150 lighting cues, up to 40 sound and/or A/V cues, up to 10 rigging moves, theater supervisor w/3 crew.

8 Hours \$ 1377.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 306.00 x _____ = \$ _____

LOAD-IN/LOAD-OUT PACKAGES

Load-In / Load Out packages include: The load-in or load-out of your equipment, access to facilities based on above details, theater supervisor. They do not include PHSCC equipment operation or cueing.

4 Hours \$ 510.00 x _____ = \$ _____
 8 Hours \$ 765.00 x _____ = \$ _____

ADDITIONAL THEATER EQUIPMENT FEES:

<input type="checkbox"/> Row of Seat Removal & Reinstall	\$204.00 x _____ = _____	<input type="checkbox"/> Dance Floor	\$357.00 x _____ = _____
<input type="checkbox"/> Orchestra Pit Removal & Reinstall	\$357.00 x _____ = _____	<input type="checkbox"/> Choral Risers	\$102.00 x _____ = _____
<input type="checkbox"/> Vocal/Instrumental Microphone	\$ 8.00 x _____ = _____	<input type="checkbox"/> Projection Screen	\$ 26.00 x _____ = _____
<input type="checkbox"/> Wireless Microphone	\$ 51.00 x _____ = _____	<input type="checkbox"/> Music Stands (p/stand)	\$ 3.00 x _____ = _____
<input type="checkbox"/> Grand Piano (w/standard tuning)	\$204.00 x _____ = _____	<input type="checkbox"/> Video Projector	\$153.00 x _____ = _____

- ◆ Additional Stagehand(s) may be added at a rate of \$41.00 each per 1/2 day (max of 4 hours), and \$72.00 each per full day (max of 8 hours).
- ◆ NOTE: Stagehands are paid based on 4-hour minimum calls. After 8 hours of a regular day, crews are paid time and a half. A 1-hour meal break is required after each 4-hour work period. For each meal break missed, a \$31.00 p/crew member penalty will be assessed and billed.
- ◆ Please communicate with Terry Franceschi (503-408-2715), PHSCC Theater Operations Manager, prior to selecting your package(s).

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

****When renting the THEATRE, Custodial Fees are included in the Theater package price (excluding Sundays).**

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed 14 = \$ 392.00
 \$36.00 x number of hours needed 16 = \$ 560.00

- FACILITY FEES	\$ <u>7250.00</u>
- EQUIPMENT FEES	\$ <u>480.00</u>
- TECH SERVICE FEES	\$ <u>0.00</u>
- THEATER FEES	\$ <u>0.00</u>
- CUSTODIAL FEES	\$ <u>952.00</u>
TOTAL RENTAL FEES	\$ <u>8,602.00</u>
* A 30% non-refundable deposit is required to secure your reservation.	
** FULL PAYMENT IS DUE – 2 WEEKS PRIOR TO RENTAL DATE	
*** Payment methods: Cash, Check, Cashiers Check – We cannot accept Visa	

Completed by: [Signature] DATE 9/26/12
 PHSCC Facilities Coordinator

I/we understand the above fees. If my application is accepted for the requested facility scheduled at PHSCC, 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 KCAA).

Client Signature [Signature] Date 9/26/12