

*****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: Portland Tournament & Outreach Program (ORTOP)

Contact: Loridee Wetzel

Phone: 503-486-7622

Date of Application: 11/16/2018

Date(s) of event: 12/8/2018

Purpose of Use:

Robotics Tourney

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	\$ 670.00
- EQUIPMENT FEES	\$ 6.00
- TECH SERVICE FEES	\$
- THEATER FEES	\$
- CUSTODIAL FEES	\$ 396.00
TOTAL RENTAL FEES	\$ 1072.00

CUSTOMER PROPOSED FEES

- FACILITY FEES	\$ Zero
- EQUIPMENT FEES	\$ Zero
- TECH SERVICE FEES	\$
- THEATER FEES	\$
- CUSTODIAL FEES	\$ 396.00
TOTAL RENTAL FEES	\$ 396.00

Additional Conditions or Terms (if applicable):

Custodial fees only!

History of Facility Use with Parkrose School District:

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

- FACILITY FEES	\$	0
- EQUIPMENT FEES	\$	
- TECH SERVICE FEES	\$	
- THEATER FEES	\$	
- CUSTODIAL FEES	\$	396.00
TOTAL RENTAL FEES	\$	396.00

Approved Denied

Date: 11/16/18

[Signature]
Building Principal/Designee Signature

Administration Recommendation & Comments:

Custodial fees only!!

[Signature]
Superintendent Signature

Date 11/20/18

Superintendent Recommendation & Comments:

BOARD ACTION:

Approved Denied

Date _____

see non profit form

NSA/CSS/ISAW-2
Adapted: April 2003
Revised: December 2013

PARKROSE MIDDLE SCHOOL - FACILITIES USE APPLICATION

Parkrose Middle School - 11800 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2998

Today's Date: 10/15/18

For Office Use Only
Received by: _____ Date: _____

Organization: Oregon Tournament and Outreach Program - ORTOP

Contact: Loridee Wetzel Phone: 503-486-7622

Email: loridee-wetzel@ortop.org

Address 4800 SW Griffith Dr., Ste. 215 City Beaverton State OR Zip 97005

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
12/8/18	Saturday	PMS	7:00 AM - 5:00 PM	300

FACILITY FEES:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Classroom (4hrs) \$ 51.00 x 3 = \$ _____ | <input checked="" type="checkbox"/> Main Gym (2hrs) \$ 51.00 x _____ = \$ _____ | |
| <input checked="" type="checkbox"/> Cafeteria (4hrs) \$204.00 x _____ = \$ _____ | <input type="checkbox"/> Small Gym (2hrs) \$ 26.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Stage (4hrs**) \$204.00 x _____ = \$ _____ | <input type="checkbox"/> Main Field (2hrs) \$ 51.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Kitchen (4hrs)* \$204.00 x _____ = \$ _____ | <input type="checkbox"/> Baseball Field (2hrs) \$ 51.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Parking Lot (4hrs) \$306.00 x _____ = \$ _____ | <input type="checkbox"/> Track (p/hr) \$ 51.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Locker Room (each/4hr) \$ 26.00 x _____ = \$ _____ | <input type="checkbox"/> Wrestling Rm (4hrs) \$ 26.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Tennis Courts (4cts/2hrs) \$ 51.00 x _____ = \$ _____ | <input type="checkbox"/> BandRm (4hrs) \$ 51.00 x _____ = \$ _____ | |

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 26.00 p/hr.

**When renting the Stage, Cafeteria fees apply.

***Facilities are charged based on units above. PSD will not invoice on the half, quarter, or partial units.

EQUIPMENT FEES:

- | | | |
|--|--|--|
| <input type="checkbox"/> Podium \$ 11.00 x _____ = \$ _____ | <input type="checkbox"/> Lining Baseball Field \$ 102.00 x _____ = \$ _____ | |
| <input checked="" type="checkbox"/> Microphone \$ 11.00 x _____ = \$ _____ | <input type="checkbox"/> Initial Set up & Lining Soccer Field \$ 255.00 x _____ = \$ _____ | |
| <input type="checkbox"/> TV/VCR/DVD \$ 21.00 x _____ = \$ _____ | <input type="checkbox"/> Lining Soccer Field (maintenance) \$ 102.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Overhead Projector \$ 11.00 x _____ = \$ _____ | <input type="checkbox"/> Initial Set up & Lining Football Field \$ 587.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Sound System \$ 51.00 x _____ = \$ _____ | <input type="checkbox"/> Lining Football Field (maintenance) \$ 102.00 x _____ = \$ _____ | |
| <input type="checkbox"/> Piano \$ 51.00 x _____ = \$ _____ | | |
| <input type="checkbox"/> Chairs (per chair) \$ 3.00 x _____ = \$ _____ | | |
| <input type="checkbox"/> 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 & after operating 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 _____ = \$ _____
 \$36.00 x number of hours needed _____ = \$ _____

- FACILITY FEES	\$ <u>N/A</u>
- EQUIPMENT FEES	\$ <u>N/A</u>
- CUSTODIAL FEES	\$ <u>360.00</u>
TOTAL RENTAL FEES	\$ <u>360.00</u>

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

Completed by: Andy Phelps
 Facilities Coordinator

DATE 10/15/18

* Custodial fees only!
 * Access to commons + classrooms @ 4:00pm on 12/7/18

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: 10/15/2018

For Office Use Only
 Received by: _____ Date: _____

Organization Oregon Tournament and Outreach Program (ORTOP) Non-Profit Tax ID#: _____

Contact: Loridee Wetzel Phone: 503-486-7622

Email: loridee-wetzel@ortop.org

Address 4800 SW Griffith Dr. Suite 215 City Beaverton State OR Zip 97005

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
12/8/18	Saturday	PMS	7:00AM-5:00PM	500

Facility Fees:

<input checked="" type="checkbox"/> Classroom (4hrs) 3 Rooms 26.00 x 3 = \$ 234.00	<input checked="" type="checkbox"/> Main Gym (2hrs) \$ 26.00 x 5 = \$ 130.00
<input checked="" type="checkbox"/> Commons** (4hrs) \$102.00 x 3 = \$ 306.00	<input type="checkbox"/> Small Gym (2hrs) \$ 13.00 x _____ = \$ _____
<input type="checkbox"/> Stage (**fee above also) (4hrs) \$102.00 x _____ = \$ _____	<input type="checkbox"/> Conference Room (2hrs) \$ 26.00 x _____ = \$ _____
<input type="checkbox"/> Media Center (4hrs) \$102.00 x _____ = \$ _____	<input type="checkbox"/> Main Field (2hrs) \$ 26.00 x _____ = \$ _____
<input type="checkbox"/> *Kitchen (4hrs) \$102.00 x _____ = \$ _____	<input type="checkbox"/> Baseball Field (2hrs) \$ 26.00 x _____ = \$ _____
<input type="checkbox"/> Parking Lot (4hrs) \$153.00 x _____ = \$ _____	<input type="checkbox"/> Track (p/hr) \$ 26.00 x _____ = \$ _____
<input type="checkbox"/> Locker Room (each/4hr) \$ 13.00 x _____ = \$ _____	<input type="checkbox"/> Wrestling Room (4hrs) \$ 13.00 x _____ = \$ _____
<input type="checkbox"/> Tennis Courts (4cts/2hrs) \$ 26.00 x _____ = \$ _____	<input type="checkbox"/> Band Room (4hrs) \$ 26.00 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"/> Lining Baseball Field \$ 51.00 x _____ = \$ _____
<input checked="" type="checkbox"/> Microphone* \$ 6.00 x 1 = \$ 6.00	<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 per hour 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 11 Hours = \$ 396.00

- Facility Fees	\$ 670.00	
- Equipment Fees	\$ 6.00	
- Technology Service Fees	\$ _____	
- Custodial Fees	\$ 396.00	
Total Rental Fees	\$ 1072.00	

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

Completed by: Daunte Gouge DATE 11/16/2018
 Facilities Coordinator

I/we understand the above fees. If my application is accepted for the requested facility scheduled in Parkrose School District, 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).

Organization or Individual Signature _____ Date _____

they will need access to the Commons and Cafeteria Friday 12/7 at 6PM

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 KCAA).

Client Signature [Signature] Date 10/17/18

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 PMS Cafeteria and will be added to your contract and invoice.

◆ 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: OR TOP (Oregon Robotics tournament Outreach program) 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.

[Signature] Date 10/17/18
Signed

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 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, ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES ARE STRICTLY PROHIBITED IN OR ON PARKROSE MIDDLE SCHOOL PROPERTY.
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.

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 [Signature] Position of Responsibility Outreach & volunteer
Address 4800 SW Griffee Dr City Beaverton State OR Zip 97005
Signature *Title*

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

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

ORTOP use of Parkrose Middle School

December 8, 2018

7:00 AM to 5:00 PM

Facilities use:

Overview - ORTOP organizes qualifying tournaments for the First Lego League Robotics competition. This is an international robotics competition where participating teams of 9-14 year olds design and build robots using LEGO Mindstorms robot kits. Robots complete a series of challenges for points. Andy Phelps will act as building liaison, as he is the coach of the Parkrose team.

Gym - Main Gym used for main competition. Event tables set up by ORTOP, bleachers used for audience (parents of participants), microphone and PA used for announcements.

Commons - Used as the pits. Tables set up the same way they are for school lunch. Each table is home base for teams to work on robots. Microphone and PA used for occasional announcements.

Rooms B103, B104 & B105 used for team judging rooms. They are supervised by adults. B104 and B105 are vacant Science rooms, and only a portion of room B103 is used with all furniture returned to original position.

Like last year, ORTOP requests that building use fees be waived with the exception of custodial fee. Custodian was on site last year starting about 12:00 noon until building was clean. Tournament activity is usually complete by about 4:00 PM.