

*****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 State (CSE)

Contact: Matt McCaw Phone: _____

Date of Application: orig 4/7/11 Amend 6/6/11 Date(s) of event: August 9-12

Purpose of Use: see att.

* Amended 6/6/11, cancel June dates

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>375.00</u>
- EQUIPMENT FEES	\$ <u>0</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>1120.00</u>
TOTAL RENTAL FEES	\$ <u>1,495.00</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>0</u>
TOTAL RENTAL FEES	\$ <u>0</u>

Additional Conditions or Terms (if applicable):

no food in classroom.

History of Facility Use with Parkrose School District:

Solid, positive history w/PSU using PSD classrooms.

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 : M. Davis Date: 6/6/11
Building Principal/Designee

Administration Recommendation & Comments:

Karen Gray Date 6/7/11
Superintendent Signature

Superintendent Recommendation & Comments:
Recommend approval.

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: 4/28/11

For PMS Office Use Only
 Approved Declined:

Organization: Portland State University Center for Science Ed Non-Profit Tax ID #: 48-1278529

Contact: Matt McGraw Phone: x 2361 Cell: 503-367-7065

Address: PO Box 757 City: Portland State: OR Zip: 97207

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
6/20-24	M-F	MS Classroom	8:00 - 4:00	10-22
8/8-12	M-F	MS Classroom	8:00 - 4:00	20-44

FACILITY FEES:

- Classroom (4hrs) \$ 25.00 x 30 = \$ 750 Main Gym (2hrs) \$ 25.00 x _____ = \$ _____
- Cafeteria (4hrs) \$100.00 x _____ = \$ _____ Small Gym (2hrs) \$ 12.50 x _____ = \$ _____
- Stage (4hrs**) \$100.00 x _____ = \$ _____ Main Field (2hrs) \$ 25.00 x _____ = \$ _____
- Kitchen (4hrs)* \$100.00 x _____ = \$ _____ Baseball Field (2hrs) \$ 25.00 x _____ = \$ _____
- Parking Lot (4hrs) \$150.00 x _____ = \$ _____ Track (p/hr) \$ 25.00 x _____ = \$ _____
- Locker Room (each/4hr) \$ 12.50 x _____ = \$ _____ Wrestling Rm (4hrs) \$ 12.50 x _____ = \$ _____
- Tennis Courts (4cts/2hrs) \$ 25.00 x _____ = \$ _____

*Parkrose School District Food Service Staff will be scheduled for all Kitchen use at \$ 25.00 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:

- Podium \$ 5.00 x _____ = \$ _____ Lining Baseball Field \$ 50.00 x _____ = \$ _____
- Microphone \$ 5.00 x _____ = \$ _____ Initial Set up & Lining Soccer Field \$ 250.00 x _____ = \$ _____
- TV/VCR/DVD \$ 10.00 x _____ = \$ _____ Lining Soccer Field (maintenance) \$ 100.00 x _____ = \$ _____
- Overhead Projector \$ 5.00 x _____ = \$ _____ Initial Set up & Lining Football Field \$ 575.00 x _____ = \$ _____
- Sound System \$ 25.00 x _____ = \$ _____ Lining Football Field (maintenance) \$ 100.00 x _____ = \$ _____
- Piano \$ 25.00 x _____ = \$ _____
- Chairs (per chair) \$ 1.00 x _____ = \$ _____
- Tables (per table) \$ 5.00 x _____ = \$ _____

CUSTODIAL FEES:

- ◆ Monday - Friday, operating hours = \$28.00 p/hour
- ◆ Saturdays & Sundays - all hours & after operating hours = \$35.00 p/hour

*As of 6/6/11
*August only**

Facilities Coordinator will complete this section:

\$28.00 x number of hours needed 8 days = \$ 2240.00
 \$35.00 x number of hours needed 15 hours = \$ 525.00

\$375.00

- FACILITY FEES	\$ <u>750.00</u>	
- EQUIPMENT FEES	\$ <u>0</u>	\$1120.00
- CUSTODIAL FEES	\$ <u>2240.00</u>	
TOTAL RENTAL FEES	\$ <u>2990.00</u>	\$1495.00

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 _____
 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 _____