

*****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: Sun Community School Parkrose High School

Contact: Travis Richardson

Phone: xt2640

Date of Application: 10/18/11

Date(s) of event: November-December 2011

Purpose of Use: Utilizing PMS Band Room for an after school Sun Program that requires use of a music room for drumming. Sun will provide equipment/instruments.

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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	\$208.00
- EQUIPMENT FEES	\$
- TECH SERVICE FEES	\$
- THEATER FEES	\$
- CUSTODIAL FEES	\$232.00
TOTAL RENTAL FEES	\$440.00

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms (if applicable): Band Room at PHS is not available~

History of Facility Use with Parkrose School District:

KGAB-AR-1 (Cont.)

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

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

Must have room picked up and building clear by 8:00pm
Approved Denied : Molly T. Lewis Date: 10.18.11
Building Principal/Designer

Administration Recommendation & Comments:

Karen Gray Date 10/20/11
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: 10.11.11

For Office Use Only
Received by: _____ Date: 10/17/11

Organization: Parkrose SUN community School Non-Profit Tax ID#: 93-6002236

Contact: Travis Richardson Phone: 503.408.2640

Email: travis.richardson@portland.oregon.gov

Address: 12003 NE Shaver St City: Portland State: OR Zip: 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>10/25</u>	<u>Tuesday</u>	<u>Middle School</u>	<u>3:pm - 5pm</u>	<u>5-10 students</u>
<u>10/13</u>		<u>Band Rm</u>		

FACILITY FEES:

- Classroom (4hrs) \$ 26.00 x 2 = \$ 52.00 Band Room
- Cafeteria (4hrs) \$102.00 x _____ = \$ _____
- Stage (4hrs**) \$102.00 x _____ = \$ _____
- Kitchen (4hrs)* \$102.00 x _____ = \$ _____
- Parking Lot (4hrs) \$153.00 x _____ = \$ _____
- Locker Room (each/4hr) \$ 13.00 x _____ = \$ _____
- Tennis Courts (4cts/2hrs) \$ 26.00 x _____ = \$ _____
- Main Gym (2hrs) \$ 26.00 x _____ = \$ _____
- Small Gym (2hrs) \$ 13.00 x _____ = \$ _____
- Main Field (2hrs) \$ 26.00 x _____ = \$ _____
- Baseball Field (2hrs) \$ 26.00 x _____ = \$ _____
- Track (p/hr) \$ 26.00 x _____ = \$ _____
- Wrestling Rm (4hrs) \$ 13.00 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:

- Podium \$ 6.00 x _____ = \$ _____
- Microphone \$ 6.00 x _____ = \$ _____
- TV/VCR/DVD \$ 11.00 x _____ = \$ _____
- Overhead Projector \$ 6.00 x _____ = \$ _____
- Sound System \$ 26.00 x _____ = \$ _____
- Piano \$ 26.00 x _____ = \$ _____
- Chairs (per chair) \$ 2.00 x _____ = \$ _____
- Tables (per table) \$ 6.00 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 _____ = \$ _____

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

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed 8 = \$ 232.00

\$36.00 x number of hours needed _____ = \$ _____

- FACILITY FEES	\$ <u>200.00</u>
- EQUIPMENT FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>232.00</u>
TOTAL RENTAL FEES	\$ <u>440.00</u>

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

Completed by: [Signature] DATE 10/19/11
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: [Signature] Date: 10.11.11

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: Portland Parks & Rec 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 10/16/11

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 Rec Coordinator
Signature Title

Address 12003 NE Shaver St City Portland State OR Zip 97220

APPROVED FOR USE [Signature] TOTAL RENTAL FEES \$ 50.00
Building Principal

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

