

*****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 Youth Baseball, Softball, BasketballContact: Jack O'Neal Phone: 503-936-5235Date of Application: 9/20/11 Date(s) of event: October - June 2012Purpose of Use: Practices, workouts @ pms

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>1274.00</u>
- EQUIPMENT FEES	\$ <u>0</u>
- TECH SERVICE FEES	\$ <u>0</u>
- THEATER FEES	\$ <u>0</u>
- CUSTODIAL FEES	\$ <u>1845.00</u>
TOTAL RENTAL FEES	\$ <u>3159.00</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):

History of Facility Use with Parkrose School District: see attached for email communication

This section to be completed by PSD Administration:

PSD ADMINISTRATION APPROVED FEES

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

small gym

Approved ☒ Denied ☐

Molly Davis
Building Principal/Designee

Date:

9.22.11

Administration Recommendation & Comments:

Small gym only, no use on any non-student days contact.

Karen Gray
Superintendent Signature

Date

10/5/11

Superintendent Recommendation & Comments:

Rec. approval - benefits PSD athletics directly.

small gym only

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: September 8, 2011 For Office Use Only Received by: [Signature] Date: 9/16/11
 Organization: Parkrose Youth Sports Baseball, Softball, Basketball
 Contact: Jack O'Neal Phone: 503-936-5235
 Email: jackkoneal@msn.com
 Address: 1153 NE Klickitat City: Portland State: OR Zip: 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
Oct -	Monday	11 th Small or	6:00 pm - 8:00 pm	15-20
June	Thursday	Large Gym	1 st choice	(65 dates)

FACILITY FEES:

<input type="checkbox"/> Classroom (4hrs)	\$ 25.00 x _____ = \$ _____	<input checked="" type="checkbox"/> Main Gym (2hrs)	\$ 26 x 33 = \$ 858
<input type="checkbox"/> Cafeteria (4hrs)	\$100.00 x _____ = \$ _____	<input type="checkbox"/> Small Gym (2hrs)	\$ 13 x 32 = \$ 416
<input type="checkbox"/> Stage (4hrs**)	\$100.00 x _____ = \$ _____	<input type="checkbox"/> Main Field (2hrs)	\$ 25.00 x _____ = \$ _____
<input type="checkbox"/> Kitchen (4hrs)*	\$100.00 x _____ = \$ _____	<input type="checkbox"/> Baseball Field (2hrs)	\$ 25.00 x _____ = \$ _____
<input type="checkbox"/> Parking Lot (4hrs)	\$150.00 x _____ = \$ _____	<input type="checkbox"/> Track (p/hr)	\$ 25.00 x _____ = \$ _____
<input type="checkbox"/> Locker Room (each/4hr)	\$ 12.50 x _____ = \$ _____	<input type="checkbox"/> Wrestling Rm (4hrs)	\$ 12.50 x _____ = \$ _____
<input type="checkbox"/> 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:

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

CUSTODIAL FEES: These include lock/unlock of the building, alarming the building, cleaning, event set-up/pre-set, bathroom sanitizing and re-stocking, supplies, 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 65 = \$ 1,885.00 (Ohr p/date)

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

- FACILITY FEES \$ 1274.00
 - EQUIPMENT FEES \$ 0
 - CUSTODIAL FEES \$ 1885.00

TOTAL RENTAL FEES \$ 3159.00

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 9/29/11
 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 Education (See Policy KGAA).

Client Signature: [Signature] Date: 9-8-11

