

Karen

# Facility Use Request

20 June 2013

This space will be used to celebrate Parkrose Music Education... the First 100 Years on Saturday, Sept. 7, 2013 as part of the Parkrose School District centennial celebration.

Free music entertainment will be provided for all who visit the Parkrose Farmer's Market and district activities that day. Performers will be Parkrose High alumni and current students. Parkrose music educators past and present will be celebrated.

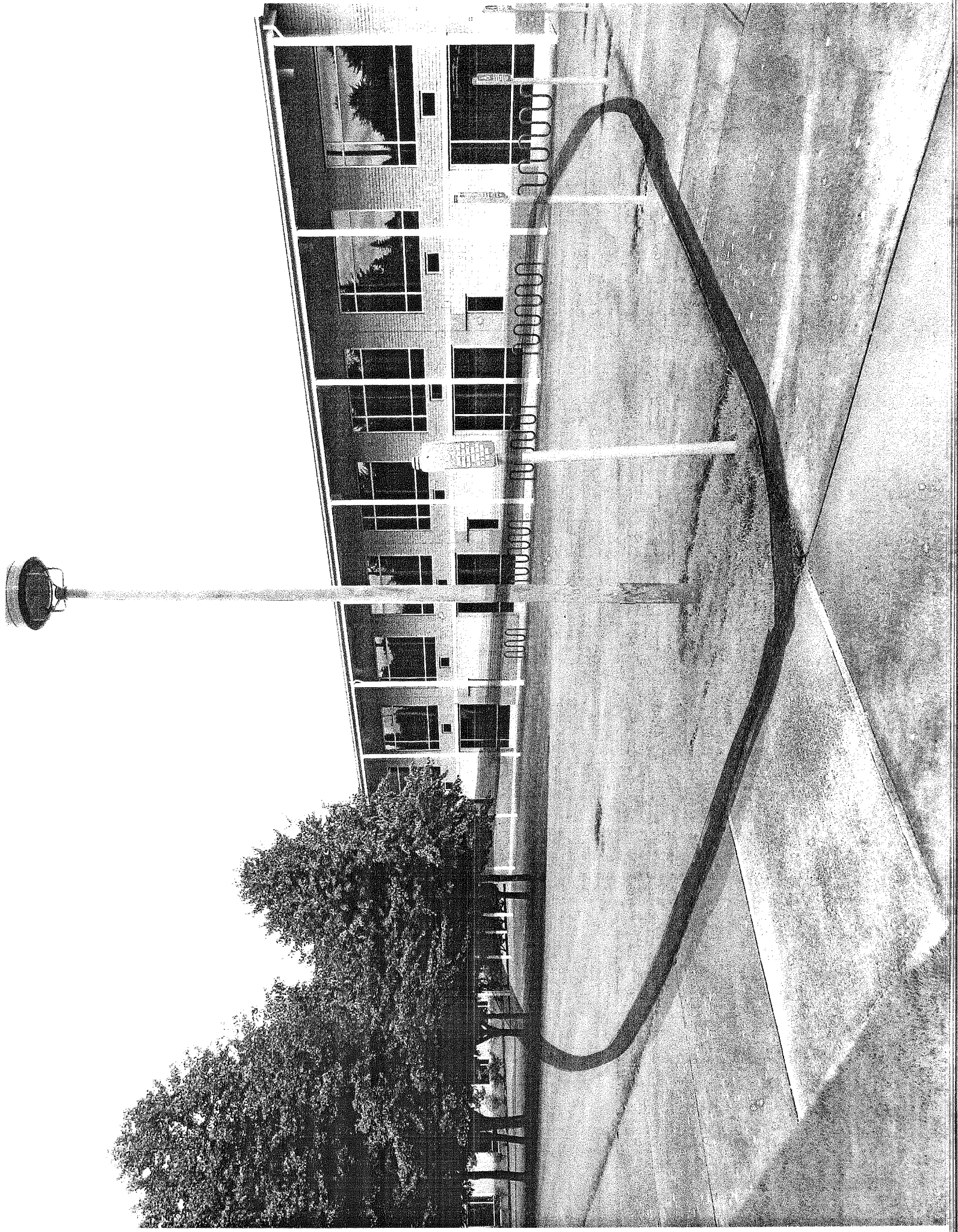
A tent/awning and a small stage will be erected for performers. This site is appropriate for this event because it will allow live music for the market without impeding traffic through vendor booths while providing plenty of seating area for community members to enjoy the music. The music event is planned to continue until about 5:45 p.m.- well past the time most vendors leave the market- stationing the music tent at this site does not interfere with that egress. A power outlet at the corner of the building allows easy access to power for the PA system.

This event is funded, in part, by a grant from the East Portland Neighbors Small Grants Program.

Thank you for your consideration.

*[Handwritten signature]*

July 8th  
meeting



**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: 09/20/13

*For Office Use Only*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: Parkrose Alumni Assoc/Parkrose Club Non-Profit Tax ID#: 94-3226021

Contact: DARLENE CURRAN Phone: 503 282 9846

Email: dolanecurran@parkrosealumni@gmail.com

Address: 10636 NE Prescott City Portland State \_\_\_\_\_ Zip 97220

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
<u>09/20/13</u>	<u>Saturday</u>	<u>Law Area</u>	<u>7am - 4pm</u>	<u>? Hundreds</u>
		<u>@ PHS</u>	<u>to allow setup</u>	

see photo and tear down

**FACILITY FEES:**

- Student Center (4hrs) \$204.00 x \_\_\_ = \$ \_\_\_\_\_
- Kitchen (4hrs)\* \$204.00 x \_\_\_ = \$ \_\_\_\_\_
- Community Rooms (4hrs) \$ 51.00 x \_\_\_ = \$ \_\_\_\_\_
- Student Courtyard (4hrs) \$102.00 x \_\_\_ = \$ \_\_\_\_\_
- Band Room (4hrs) \$ 51.00 x \_\_\_ = \$ \_\_\_\_\_
- Choir Room (4hrs) \$ 26.00 x \_\_\_ = \$ \_\_\_\_\_
- Classroom (4hrs) \$ 26.00 x \_\_\_ = \$ \_\_\_\_\_
- Library (p/hr) \$ 51.00 x \_\_\_ = \$ \_\_\_\_\_
- 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 \_\_\_ = \$ \_\_\_\_\_
- 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 \_\_\_ = \_\_\_\_\_
- Choral Risers \$102.00 x \_\_\_ = \_\_\_\_\_
- Sound System \$ 26.00 x \_\_\_ = \_\_\_\_\_
- Chairs (p/chair) \$ 2.00 x \_\_\_ = \_\_\_\_\_
- Tables (p/table) \$ 6.00 x \_\_\_ = \_\_\_\_\_
- Bleachers (1 side) \$ 51.00 x \_\_\_ = \_\_\_\_\_
- 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 \_\_\_ = \_\_\_\_\_

\*PHS Tech Service - Customer to be charged \$31.00 p/hr for those events requiring technology assistance.

\*\*PHS is a wireless building. Please provide your own technology & equipment.

**CATERING/FOOD REQUIRMENTS**

- ◆ 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 _____ = _____

**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 \_\_\_\_\_ = \$ \_\_\_\_\_  
 \$36.00 x number of hours needed \_\_\_\_\_ = \$ \_\_\_\_\_

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

\* 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

*Benefits 100  
 year Celebration  
 no charge -  
 K F g  
 6/25/13*

Completed by: \_\_\_\_\_ DATE \_\_\_\_\_  
 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 Education (See Policy KGAA).

Client Signature Marjorie Curran Date 06/20/13

◆ 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: Parkrose Ministry of Music Education 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, sub contractors, 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] Signed \_\_\_\_\_ 06.20.13 Date \_\_\_\_\_

**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 PHSCC by Licensee as set forth below.

1. Licensee shall maintain a policy endorsed to include the Parkrose School District, Parkrose High 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 to the PHSCC Facility Coordinator 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 PHSCC, 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 PHSCC PROPERTY.
3. All security services including peer group security desired by Licensee shall be arranged for by special agreement with the PHSCC Facility Coordinator and shall be paid for by the Licensee.
4. The Parkrose High 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 PHSCC Facility Coordinator.
6. Facility Coordinator must approve all proposed concession and souvenir items prior to licensee's use. Only Coca-Cola products may be served on the PHSCC premises.

**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 PH - President  
Signature Title  
 Address 10606 NE Preston City Portland State \_\_\_\_\_ Zip 97220

APPROVED FOR USE [Signature] TOTAL RENTAL FEES \$ 0  
Building Principal Supt.

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