

Parkrose School District 3

Free/Discounted Facility Use Request Form

(Use this form to qualify an organization for continued free/reduced Facility Use)

In accordance with District Policy KGAB and KGAC, I am requesting approval and recognition as a District recognized organization, which meets the criteria for free or discounted facility use. I am declaring that this organization is directly benefiting the children and or citizens of the Parkrose School District and that our activities promote and support the vision and purpose of the Parkrose Public Schools.

Name of Organization:

Multnomah County Library / PHS

Address:

205 NE Russell St. Portland, OR 97212

Contact Person:

Steven Engdried / Stephanie Thomas

Phone #

503-408-2648

Primary Purpose or Goal:

Tapestry of Tales Storytelling event.
Day assembly for just PHS students + evening
event at PHS in exchange for free theatre rental.

Financial Assets:

Multnomah will pay for staffing
casts for the events.

Current Assets:

Current Liability

Income Source:

Amount:

month/year

Expense Source:

Amount:

month/year

Current Officers:

Please attach a current set of:

1. Bylaws or other documents which guide this organization.
2. Current roster of members and membership eligibility.

The Board may request additional information and/or detail. They may also request an interview prior to approval. The Board approval of this application will allow your organization to use school facilities without charge (or substantially reduced fee) in accordance with district policy KGAB and KGAC. Note: there may still be a charge for facility use based on added costs. Facility use without charge remains at the discretion of the District. The District will continue to identify and report costs associated with this rental.


STEVEN ENGELRIED


Applicants Signature

Staff Recommendation: The Superintendent and staff make the following recommendations. Included are the estimated costs and impact of this request.

Staff Signature

Board Action:

Action Date: _____ Approval _____ Disapproval _____

Note: The cost associated with this rental will be identified by staff and assessed to the Community Center as part of the Boards/Districts Community Services budget. This action may require the use or transfer of funds from the General Fund to the Community Center Fund.

Conditions, Restrictions, Cost:

day before
Blocked
out 3-on
evening

makeup over
for night

Custodial?
\$185
includes?

450-600
attendance
* potential
parking
issue

PARKROSE HIGH SCHOOL FACILITIES USE APPLICATION

"STAFF/NON-PROFIT"

Parkrose High School and Community Center - 12003 NE Shaver Street - Portland, Oregon 97220 - Fax (503) 408-2739

Today's Date: 5/23/08

For Office Use Only

☐ Approved ☐ Declined

Organization Multnomah County Library Non-Profit Tax ID #
Contact Steven EngelHied Phone 503-988-5206 Cell 503-419-8877
Address 205 NE RUSSELL ST. City PORTLAND State OR Zip 97212

DATE(S) REQUESTED:

Date	Day of week	Facility	Special Instructions	Times Access in - Exit out
11/21/08	Friday	Theatre Student Center	Package B Peak-only labor	3 - 8:30
11/21/08		Day Assembly as well		

ALL CATERING MUST BE DONE BY PHS FOOD SERVICE OR ONE OF OUR PREFERRED CATERERS

FACILITY COSTS:

☐ Theatre *see package choices & labor cost breakdown on reverse side

<input type="checkbox"/> Student Center (4hr)	\$200.00 x =	<input type="checkbox"/> Gym (per hr)	\$ 20.00 x =
<input type="checkbox"/> Kitchen (4hr)	\$200.00 x =	<input type="checkbox"/> Multi-Purpose (per hr)	\$ 12.50 x =
<input type="checkbox"/> Faculty Room (4hr)	\$ 25.00 x =	<input type="checkbox"/> Dance Room (per hr)	\$ 12.50 x =
<input type="checkbox"/> Band Room (4hr)	\$ 50.00 x =	<input type="checkbox"/> Fitness Room (per hr)	\$ 12.50 x =
<input type="checkbox"/> Choir Room (4hr)	\$ 25.00 x =	<input type="checkbox"/> Swimming Pool (swim meet 2hr)	\$200.00 x =
<input type="checkbox"/> Conference Room (4hr)	\$ 25.00 x =	<input type="checkbox"/> Swimming Pool (up to 25 people/ 2hr)	\$ 50.00 x =
<input type="checkbox"/> Community Room (4hr)	\$ 25.00 x =	<input type="checkbox"/> Football Field (per hr)	\$ 25.00 x =
<input type="checkbox"/> Region Room (4hr)	\$ 25.00 x =	<input type="checkbox"/> Baseball Field (per hr)	\$ 15.00 x =
<input type="checkbox"/> Commons (4hr)	\$ 25.00 x =	<input type="checkbox"/> Soccer Field (per hr)	\$ 10.00 x =
<input type="checkbox"/> Computer Lab (4hr-10 units)	\$ 75.00 x =	<input type="checkbox"/> Track (per hr)	\$ 10.00 x =
<input type="checkbox"/> Wet Lab (4hr)	\$100.00 x =	<input type="checkbox"/> Tennis Courts (per court per hr)	\$ 5.00 x =
<input type="checkbox"/> Locker Room (each)	\$ 25.00 x =	<input type="checkbox"/> Outdoor Concessions (per hr)	\$ 10.00 x =
<input type="checkbox"/> Track (per hr)	\$ 5.00 x =	<input type="checkbox"/> Student Courtyard (4hr)	\$100.00 x =

ADDITIONAL ITEM COSTS:

☐ Custodial Fees *please complete additional information sheet

<input type="checkbox"/> Podium \$ 5.00 x =	<input type="checkbox"/> Technical Support \$TBA x =
<input type="checkbox"/> Microphone \$ 5.00 x =	<input type="checkbox"/> Gym Floor Cover \$100.00 x =
<input type="checkbox"/> Whiteboard \$ 10.00 x =	<input type="checkbox"/> Volleyball Nets \$ 20.00 x =
<input type="checkbox"/> TV/VCR \$ 10.00 x =	<input type="checkbox"/> Scoreboard \$ 15.00 x =
<input type="checkbox"/> Overhead Projector \$ 5.00 x =	<input type="checkbox"/> Bleachers (1 side) \$ 30.00 x =
<input type="checkbox"/> Choral Risers \$100.00 x =	<input type="checkbox"/> Field Lights (per hr) \$ 50.00 x =
<input type="checkbox"/> Slide Projector \$ 10.00 x =	<input type="checkbox"/> Initial Set up & Lining Football Field \$560.00 x =
<input type="checkbox"/> Platforms (per) \$ 10.00 x =	<input type="checkbox"/> Lining Football Field (maintenance) \$105.00 x =
<input type="checkbox"/> Grand Piano \$ 50.00 x =	<input type="checkbox"/> Lining Baseball Field \$ 30.00 x =
<input type="checkbox"/> Multi-Media Cart \$ 50.00 x =	<input type="checkbox"/> Initial Set up & Lining Soccer Field \$245.00 x =
<input type="checkbox"/> Upright Piano \$ 25.00 x =	<input type="checkbox"/> Lining Soccer Field (maintenance) \$ 95.00 x =
<input type="checkbox"/> Sound System \$ 25.00 x =	<input type="checkbox"/> Lining Track \$ 60.00 x =
<input type="checkbox"/> Canopy Booth \$ 50.00 x =	<input type="checkbox"/> Tables (per table) \$ 5.00 x =
	<input type="checkbox"/> Chairs (per chair) \$ 1.00 x =

☐ Videotaping and production can be purchased (for more information, please check this box)

OPEN TO THE PUBLIC? ☐ YES ☐ NO
WILL ADMISSION BE CHARGED? ☐ YES ☐ NO
A FEE FOR PARTICIPANTS? ☐ YES ☐ NO

EXPECTED ATTENDANCE _____

TOTAL RENTAL CHARGES \$ _____

A 30% non-refundable deposit is required to secure your reservation.

FULL PAYMENT DUE - 2 WEEKS PRIOR TO RENTAL DATE

****COMPLETE THIS PAGE ONLY WHEN RENTING THE THEATRE**

DATE	DAY OF WEEK	PACKAGE	SPECIAL INSTRUCTIONS	HOURS
11/21	Friday	B	just labor cost	4

THEATRE PACKAGE COSTS:

- ☐ Load-In/Out (off peak 4hr) \$350.00 x ____ = ____ ☐ Load-In/Out (off peak 8hr) \$ 600.00 x ____ = ____
☐ Load-In/Out (peak 4hr) \$500.00 x ____ = ____ ☐ Load-In/Out (peak 8hr) \$ 750.00 x ____ = ____

☐ Package "A" Mini Pack (off peak 4hr) \$450.00 x ____ = ____ ☐ Package "B" Full Pack (off peak 8hr) \$ 800.00 x ____ = ____
☐ Package "A" Mini Pack (each add'l hr) \$150.00 x ____ = ____ ☐ Package "B" Full Pack (each add'l hr) \$ 225.00 x ____ = ____
☐ Package "A" Mini Pack (peak 8hr) \$625.00 x ____ = ____ ☐ Package "B" Full Pack (peak 8hr) \$1100.00 x ____ = ____
☐ Package "A" Mini Pack (each add'l hr) \$175.00 x ____ = ____ ☐ Package "B" Full Pack (each add'l hr) \$ 250.00 x ____ = ____

☐ Package "B" Mini Pack (off peak 4hr) \$550.00 x ____ = ____ ☐ Package "C" Full Pack (off peak 8hr) \$ 900.00 x ____ = ____
☐ Package "B" Mini Pack (each add'l hr) \$175.00 x ____ = ____ ☐ Package "C" Full Pack (each add'l hr) \$ 250.00 x ____ = ____
☒ Package "B" Mini Pack (peak 4hr) ~~\$750.00~~ x ____ = \$185 ☐ Package "C" Full Pack (peak 8hr) \$1225.00 x ____ = ____
☐ Package "B" Mini Pack (each add'l hr) \$200.00 x ____ = ____ ☐ Package "C" Full Pack (each add'l hr) \$ 275.00 x ____ = ____

☐ Package "A" Full Pack (off peak 8hr) \$700.00 x ____ = ____ ☐ Package "D" Full Pack (of peak 8hr) \$1000.00 x ____ = ____
☐ Package "A" Full Pack (each add'l hr) \$ 200.00 x ____ = ____ ☐ Package "D" Full Pack (each add'l hr) \$ 275.00 x ____ = ____
☐ Package "A" Full Pack (peak 8hr) \$ 950.00 x ____ = ____ ☐ Package "D" Full Pack (peak 8hr) \$1350.00 x ____ = ____
☐ Package "A" Full Pack (each add'l hr) \$ 225.00 x ____ = ____ ☐ Package "D" Full Pack (each add'l hr) \$ 300.00 x ____ = ____

ADDITIONAL SERVICE COSTS:

- ☐ Additional Supervisor (4hr minimum) \$ 100.00 x ____ = ____ ☐ Additional Crew Member (4hr min) \$ 35.00 x ____ = ____

ADDITIONAL EQUIPMENT COSTS:

- ☐ Podium \$ 15.00 x ____ = ____ ☐ Monitor Speakers (per speaker) \$ 25.00 x ____ = ____
☐ Hanging Microphone \$ 25.00 x ____ = ____ ☐ Tables (per table) \$ 5.00 x ____ = ____
☐ Vocal/Instrumental Microphone \$ 15.00 x ____ = ____ ☐ Chairs (per chair) \$ 1.00 x ____ = ____
☐ Wireless Microphone \$ 25.00 x ____ = ____ ☐ Music Stands (per stand) \$ 1.00 x ____ = ____
☐ A/V Equipment Set up \$ 25.00 x ____ = ____ ☐ Risers \$ 100.00 x ____ = ____
☐ Projection Screen \$ 25.00 x ____ = ____ ☐ Platforms (per platform) \$ 25.00 x ____ = ____
☐ Grand Piano (w/standard tuning) \$ 125.00 x ____ = ____ ☐ Follow Spot (add'l crew required) \$ 25.00 x ____ = ____
☐ Upright Piano (w/standard tuning) \$ 75.00 x ____ = ____ ☐ TV/VCR \$ 20.00 x ____ = ____
☐ Sound Shells \$ 100.00 x ____ = ____ ☐ Video Projector \$ 100.00 x ____ = ____
☐ Dance Floor \$ 350.00 x ____ = ____ ☐ Orchestra Pit - Rem. & Reinstall \$ 325.00 x ____ = ____
☐ Row of Seat Rem. & Reinstall \$ 175.00 x ____ = ____

THEATRE RENTAL CHARGES

\$ 185

PLUS + CHARGES FROM PAGE ONE

\$ _____

PLUS ADDIT'L CUSTODIAL CHARGES

\$ _____

TOTAL RENTAL CHARGES

= \$ 185

I/we understand the above charges. 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.

Client Representative

[Signature]

Date

5/23/08

just labor cost for package B peak

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: _____ 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.

Signed _____ / _____ /20_____
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 not 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) 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. A current list of approved beverages may be obtained from the Facilities Coordinator.
7. A concession fee of .25 per expected attendee may be charged to licensee requesting the vending machines at PHSCC be turned off.

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 ED.

Organization or Individual _____ Position of Responsibility _____
Signature Title
Address _____ City _____ State _____ Zip _____

APPROVED FOR USE _____ TOTAL RENTAL CHARGES \$ _____
Building Principal

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

CUSTODIAL CHARGES/CATERING REQUIREMENTS

Today's Date _____

Organization _____

Name _____ Phone _____

DATE(S) REQUESTED:

Date	Type of Event	Facility	Hours

ALL CATERING MUST BE DONE BY PHS FOOD SERVICE OR ONE OF OUR PREFERRED CATERERS

How many people will be attending? _____

Will you need additional tables? _____ How many? _____ What type? _____

Are you bringing your own tables? _____ How many? _____ What type? _____

Will you need additional chairs? _____ How many? _____

Are you serving food? _____ If yes, circle one: breakfast – lunch – dinner - light refreshments – beverages only

Are you using Parkrose Food Service? _____

If you are not using Parkrose Food Service, you **MUST** choose from our list of Preferred Caterers.

Circle one –	Always Perfect Catering	Michele Blaine	(503) 465-0400
	Delphina's Bakery	Carolyn Mistell	(503) 221-1829
	Tommy's Catering For You	Tommy Wright	(360) 256-7853
	PHS Food Service	Joan Opp	(503) 408-2122
	Bruchi's Cheese Steaks & Subs	Teri Ziegler	(360) 882-8823

CUSTODIAL CHARGES

♦ Custodial Charges are \$25.00 per hour Monday – Friday and 7:30am to 3:30pm on Saturdays

♦ Custodial Charges are \$40.00 per hour on Sundays and after 3:30pm on Saturdays

♦ When renting the THEATRE ONLY, custodial charges are already included in the package price (excluding Sundays)

Head Custodian will complete below:

\$25.00 x number of hours needed _____ = \$ _____

\$40.00 x number of hours needed _____ = \$ _____

APPROVED _____ DATE _____
Head Custodian

THEATER FACILITIES RENTAL GUIDE

Please review the following information. Determine the User's needs, and agree on the package that best suits the event requirements. Confirm this on all documents.

Please confer with Terry Franceschi - Theater Operations Manager before you agree on a selection. Terry can be contacted at (503) 408-2715.
NOTE: Designs, including but not limited to; Lighting, Audio and/or Visual, Costume, and Set Designs are to be provided by others.

PACKAGE "A"
Includes:
* Auditorium and Stage Apron (approximately 8'-deep by 40'- wide).
* Front Curtain closed.
* Podium w/amplified Microphone (Mic).
* Lighting for podium and seating area (house lighting).
* Theater Supervisor.

PACKAGE "B"
Includes: * All of Package "A" and Stage to Mid-Stage Curtain (26' of depth). * Use of front curtain. * Up to 3 addl. Mics (4 total). * House Cassette/CD Player. * Up to 8 standard lighting cues. * One A/V component Set Up. * Theater Supervisor and 1 crew.

PACKAGE "C"
Includes: * All of Packages "A + B" and Full Stage to Up-Stage Curtain (44' of depth). * Up to 4 additional Mics (8 total), * 2 Stage Monitor Speakers, * 24 standard lighting cues, * 2 rigging moves. * Access to Dressing and Make Up Rooms. * Theater Supervisor and 2 crew.

PACKAGE "D"
Includes: * All of Packages "A - C" and * Full access to lighting and sound system inventories. * Up to 150 lighting cues and * 40 sound or A/V cues. * Up to 10 rigging moves. * Theater Supervisor and 3 crew.

MINI PAC K	Off Peak 1/2 Day Rate (4 Hours max.) for Non-Holiday, choose <u>Monday - Thursday</u>	\$450.00 300 Rent 50 Equipment 100 Labor	\$550.00 300 Rent 115 Equipment 135 Labor	Load-In / -Out Off Peak (4 Hrs. max.) Non-Holiday, <u>Monday - Thursday</u>	Load-In / -Out Peak (4 Hrs max.) Non-Holiday, <u>Friday - Saturday</u>
	Each Add'l Hour	\$150.00	\$175.00	\$350.00	\$500.00
	Peak 1/2 Day (4 Hrs. max.) Non-Holiday, <u>Friday + Saturday.</u> *Sunday addl. \$	\$625.00 450 Rent 50 Equipment 125 Labor	\$750.00 450 Rent 115 Equipment 185 Labor	Load-In / -Out Off Peak (8 Hrs max.) Non-Holiday, <u>Monday - Thursday</u>	Load-In / -Out Peak (8 Hrs max.) Non-Holiday, <u>Friday - Saturday</u>
	Each Add'l Hour	\$175.00	\$200.00	\$600.00	\$750.00
FULL PAC K	Off Peak Day Rate (8 Hours max.) for Non-Holiday, choose <u>Monday - Thursday</u>	\$700.00 400 Rent 100 Equipment 200 Labor	\$800.00 400 Rent 130 Equipment 270 Labor	\$900.00 400 Rent 160 Equipment 340 Labor	\$1000.00 400 Rent 190 Equipment 410 Labor
	Each Add'l Hour	\$200.00	\$225.00	\$250.00	\$275.00
	Peak Day (8 Hrs. max.) Non-Holiday, <u>Friday + Saturday. *Sunday addl. \$</u>	\$950.00 600 Rent 100 Equipment 250 Labor	\$1100.00 600 Rent 130 Equipment 370 Labor	\$1225.00 600 Rent 160 Equipment 465 Labor	\$1350.00 600 Rent 190 Equipment 560 Labor
	Each Add'l Hour	\$225.00	\$250.00	\$275.00	\$300.00

*** Load-In and Load-Out rentals include the load-in or load-out of your companies equipment. These Load-in rental packages do not include PHS equipment operation or cueing.**

*** Events scheduled on Sunday and/or through a holiday will be negotiated based upon the event needs, additional overhead, operating and overtime labor costs.**

*** Additional Stagehand(s) can be added at \$35 each per 1/2 day (4 hour max.), and \$70 each per full day (8 hour max.). NOTE: Stagehands are paid based on four hour minimum calls. After eight hours of a regular day, crew are paid time and a half. A one hour meal break is required after each 4 hour work period. For each meal break missed a \$30.00 per crew member penalty will be assessed and required prior to the break being missed. Holiday pay is calculated at time and a half up to the first 8 hours and double time after 8 hours.**

*** Parkrose H.S. Community Center is capable of providing quality video taping of your event. These services and their related costs must be negotiated prior to, and included as part of, your rental agreement information. For video services contact Bob Forrest at (503) 408-2678.**