

HS

*****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: Dr Audrey Terrell East.H.H.

Contact: Audrey Terrell Phone: 313-570-9969

Date of Application: 4/7/17 Date(s) of event: 3/25/17

Purpose of Use: 2nd Annual DATI AWARDS Luncheon
DATI Awards Luncheon

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>7650</u>
- EQUIPMENT FEES	\$	<u>348</u>
- TECH SERVICE FEES	\$	
- THEATER FEES	\$	
- CUSTODIAL FEES	\$	
TOTAL RENTAL FEES	\$	<u>424⁵⁰</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms (if applicable):

LAST year was their first year @ PHS + COVER IT
- see ATTACHED PAPER

History of Facility Use with Parkrose School District:

See Goodlow email attached

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. Miller* Date: 2-19-17
Building Principal/Designee

Administration Recommendation & Comments:

H. Gray Date 2/21/17
Superintendent Signature

Superintendent Recommendation & Comments:

please approve

BOARD ACTION:
 Approved Denied Date _____

2017 2nd Annual DATI Awards Luncheon

KGAC-AR-2
Adopted: April 2003
Revised: 10.31.16

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: 2/7/17

For Office Use Only
Received by: _____ Date: _____

Organization: Dr. Audrey Terrell Institute Non-Profit Tax ID#: 81-1776122

Contact: Dr. Audrey Terrell Phone: 313-510-9968

Email: draudreyterrell@datiinstitute.org

Address: P.O. Box 820030 City: Vancouver State: WA Zip: 98682

Date(s)	Day of week	Facility,	Access Time - Exit Time	Expected Attendance
3/25	Saturday	Community Center	9am - 3pm	100

Facility Fees:

- | | | | |
|--|---|--|-----------------------------|
| <input type="checkbox"/> Student Center (4hrs) | \$204.00 x _____ = \$ _____ | <input type="checkbox"/> Gym (2hrs) | \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> *Kitchen (4hrs) | \$204.00 x _____ = \$ _____ | <input type="checkbox"/> Wrestling Rm (4hrs) | \$ 26.00 x _____ = \$ _____ |
| <input checked="" type="checkbox"/> Community Rooms (4hrs) | \$ 51.00 x <u>1.5</u> = \$ <u>76.50</u> | <input type="checkbox"/> Dance Room (4hrs) | \$ 26.00 x _____ = \$ _____ |
| <input type="checkbox"/> Student Courtyard (4hrs) | \$102.00 x _____ = \$ _____ | <input type="checkbox"/> Locker Room (each/4hrs) | \$ 26.00 x _____ = \$ _____ |
| <input type="checkbox"/> Band Room (4hrs) | \$ 51.00 x _____ = \$ _____ | <input type="checkbox"/> Tennis Courts (4 courts/2hrs) | \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Choir Room (4hrs) | \$ 26.00 x _____ = \$ _____ | <input type="checkbox"/> Track (p/hr) | \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Classroom (4hrs) | \$ 26.00 x _____ = \$ _____ | <input type="checkbox"/> Football Field (2hrs) | \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Library (p/hr) | \$ 51.00 x _____ = \$ _____ | <input type="checkbox"/> Baseball Field (2hrs) | \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> West Parking Lot (4hrs) | \$153.00 x _____ = \$ _____ | <input type="checkbox"/> Upper Soccer Field (2hrs) | \$ 51.00 x _____ = \$ _____ |
| <input type="checkbox"/> Pool (up to 25 people/ 2hrs) | \$102.00 x _____ = \$ _____ | <input type="checkbox"/> NE Soccer Complex (2hrs) | \$ 76.00 x _____ = \$ _____ |
| <input type="checkbox"/> Pool (swim meet/ 2hrs) | \$306.00 x _____ = \$ _____ | <input type="checkbox"/> Softball Field (2hrs) | \$ 51.00 x _____ = \$ _____ |

*Parkrose School District (PSD) Nutrition Service Staff may be scheduled for all Kitchen use at \$ 26.00 per hour
Facilities are charged based on units above (indicated in parenthesis). PSD will not invoice on the half, quarter, or partial units.

Equipment Fees**:

- | | | | |
|--|--------------------------------|---|--------------------------|
| <input checked="" type="checkbox"/> Podium * | \$ 6.00 x <u>1</u> = <u>6-</u> | <input type="checkbox"/> Gym Floor Cover | \$204.00 x _____ = _____ |
| <input checked="" type="checkbox"/> Microphone * | \$ 11.00 x _____ = <u>11-</u> | <input type="checkbox"/> Field Lights (per hr) | \$ 51.00 x _____ = _____ |
| <input checked="" type="checkbox"/> TV/VCR/DVD* | \$ 11.00 x _____ = <u>11-</u> | <input type="checkbox"/> Volleyball Net (3 nets/p use) | \$ 51.00 x _____ = _____ |
| <input type="checkbox"/> Choral Risers | \$102.00 x _____ = _____ | <input type="checkbox"/> Lining Baseball Field | \$ 51.00 x _____ = _____ |
| <input type="checkbox"/> Sound System* | \$ 26.00 x _____ = _____ | <input type="checkbox"/> Initial Set up & Lining Soccer Field | \$255.00 x _____ = _____ |
| <input checked="" type="checkbox"/> Chairs (p/chair) | \$ 2.00 x _____ = <u>200-</u> | <input type="checkbox"/> Lining Soccer Field (maintenance) | \$102.00 x _____ = _____ |
| <input checked="" type="checkbox"/> Tables (p/table) | \$ 6.00 x _____ = <u>120-</u> | <input type="checkbox"/> Initial Set up & Lining Football Field | \$587.00 x _____ = _____ |
| <input type="checkbox"/> Bleachers (1 side) | \$ 51.00 x _____ = _____ | <input type="checkbox"/> Lining Football Field (maintenance) | \$102.00 x _____ = _____ |
| <input type="checkbox"/> Swim Scoreboard (p/use) | \$102.00 x _____ = _____ | <input type="checkbox"/> Scoreboard | \$ 26.00 x _____ = _____ |

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

** All Parkrose Schools have public Wi-Fi throughout. Please provide your own technology & equipment.

Catering/Food Requirements

- ◆ All Catering should be contracted thru Parkrose Nutrition Services (503-408-2122). Administrator approval required if you are not using Parkrose Nutrition Services. Additionally, a Parkrose Nutrition Services employee may be required for any kitchen use at a rate of \$26.00 p/hr.
- ◆ All food must be consumed and served in the PSD Facilities designated areas.

Theater Rentals:

N/A

Date(s)	Day(s) of week	PACKAGE(s)	Access Time - Exit Time	Expected Attendance

N/A

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 PSD equipment operation or cueing.

4 Hours \$ 510.00 x _____ = \$ _____
 8 Hours \$ 765.00 x _____ = \$ _____

Additional Theatre Equipment Fees:

<input type="checkbox"/> Row of Seat Removal & Reinstall	\$204.00 x _____ = _____	<input type="checkbox"/> Dance Floor	\$225.00 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/reset, 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)

***Custodial fees may not be charged if a custodian is already on duty. Cleaning/set-up and break-down will then become the responsibility of the renter (\$36 per hour fee applies if the spaces rented aren't left the way you found them). Large events will require custodial fees.

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed _____ = \$ _____
\$36.00 x number of hours needed _____ = \$ _____

- Facility Fees	\$ <u>424.50</u>	*10% (\$100 minimum) Refundable deposit if event cancelled within 60 days of rental date ** 50% of remaining deposit due 60days prior to event date ***Remaining deposit due 2 weeks prior to event date *** Payment methods: Cash, Check, Cashiers Check - Credit Card Payments must be done in person
- Equipment Fees	\$ _____	
- Technology Service Fees	\$ _____	
- Theater Fees	\$ _____	
- Custodial Fees	\$ _____	
Total Rental Fees	\$ <u>WAIVE</u>	

Completed by: [Signature] DATE _____
PSD Facilities Coordinator

I/we understand the above fees. If my application is accepted for the requested facility scheduled in Parkrose School District, 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 Dr. Audrey Jurell Date 2/7/17

◆ Individuals or organizations that use school facilities under Board Policy 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: Dr. Audrey Serrell Institute 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.

Dr. Audrey Serrell
Signed

2.7.17
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 \$2,000,000** and such insurance shall include Blanket Contractual Liability coverage which insures contractual liability under the indemnification of the Parkrose School District #3 by Licensee as set forth below.

1. Licensee shall maintain a policy endorsed to include the Parkrose School District Facilities, 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 Parkrose School District 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 Parkrose School District together with all rules and regulations of the Bureau of Police of the City of Portland.
2. The use of all tobacco, inhalants, alcoholic beverages and controlled substances are strictly prohibited in or on Parkrose School District property. Possession of firearms or dangerous weapons in or on the premises is strictly prohibited by ORS 166.370.
3. All security services including peer group security desired by Licensee shall be arranged for by special agreement with the Parkrose School District Facility Coordinator and shall be paid for by the Licensee.
4. Parkrose School District 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 School District Facility Coordinator.
6. A person operating a school-age recorded program may not operate the program without performing **criminal background checks** for all staff and volunteers and becoming recorded with the Office of Child Care. (Oregon Law 329A.257)

◆ **Full payment and proof of insurance must be received prior to use of any facility.**

◆ Application must be completed and turned in 30 days prior to rental date for consideration of reduced fees. Religious based organizations are excluded from receiving reduced fees due to Federal Law.

◆ All rentals are subject to availability, please check with the building administrator. Classrooms may not be rented during teacher contract hours, vacant classrooms can be rented.

◆ Individuals or Organizations who stay beyond the times indicated on this form will be subject to \$36 per hour penalty should PSD staff have to stay late. Individuals or Organizations are also subject to any charges incurred by the outside agency overseeing PSD's security, should they be called to the site.

◆ Facilities may be rented on non-school days with administrator approval but paperwork may not be accepted and processed on non-school days. Administrators and secretaries get a summer break. Please be sure facility applications for use during the summer or fall are submitted prior to the end of each school year.

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 Dr. Audrey Serrell Position of Responsibility President
Signature Title

Address P.O. Box 820030 City Vancouver State WA Zip 98682

Approved for use by [Signature] Total rental fees \$ 0
Building Principal



Andrea Stevenson <steveand@parkrose.k12.or.us>

Attached Image

Andre Goodlow <andre_goodlow@parkrose.k12.or.us>
To: Andrea Stevenson <andrea_stevenson@parkrose.k12.or.us>

Mon, Feb 20, 2017 at 9:01 PM

Andrea,

The event on March 25th will benefit African-American Women. They will also recognize one Parkrose student at the luncheon. The luncheon will be catered by an outside agency. I don't think they will use the kitchen.

The October event is the Black College Fair. Last year, she brought in some HBCU's for the event. Our students attended the event. By having it at PHS will give our students easy access to the event.

Let me know if you need more information.

Thanks,
Andre

On Fri, Feb 17, 2017 at 11:45 AM, Andrea Stevenson <andrea_stevenson@parkrose.k12.or.us> wrote:
[Quoted text hidden]

--
Andre Goodlow
Vice Principal
Parkrose High School
503-408-2656

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 08 2016

DR AUDREY TERRELL INSTITUTE
PO BOX 820030
VANCOUVER, WA 98682-0000

Employer Identification Number:
81-1776122
DLN:
26053737001106
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
February 28
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
February 22, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

 **IRS** DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
PHILADELPHIA PA 19255-0023

003228.646535.281628.31286 1 MB 0.439 530



DR AUDREY TERRELL INSTITUTE
9308 NE 81ST ST
VANCOUVER WA 98662

Date of this notice: 03-16-2016

Employer Identification Number:
81-1776122

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-1776122. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

UNITED STATES OF AMERICA

The State of Washington



Secretary of State

I, **KIM WYMAN**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

DR. AUDREY TERRELL INSTITUTE

a/an WA Non-Profit Corporation. Charter documents are effective on the date indicated below.

Date: 2/22/2016

UBI Number: 603-587-726



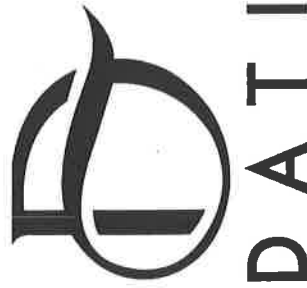
Given under my hand and the Seal of the State of Washington at Olympia, the State Capital

Kim Wyman, Secretary of State

Date Issued: 2/22/2016

"Women making life challenges the keys to life's accomplishments"

Dr. Audrey Terrell Institute is a one day to one week of empowering conference program formatting. DATI presents keys to direct individuals into a mental focus and proper connections for preparation of a purposeful life. DATI will also provide leverage to those in attendance to precede in life as they seek to accomplish their goals. Through learning skills of assertiveness, networking, prioritizing life's decisions, self-motivating skills, taking advantage of opportunities, academic achievement and most importantly, spiritual guidance, DATI strives to be a vehicle for a rewarding life changing experience.



DR. AUDREY L. TERRELL President and CEO

"To God Be The Glory For All He Has Do"

After a life time of labor union work, community activism, and spiritual directed involvement, the Dr. Audrey Terrell Institute is positioned now to give back to those women who may need assistance to accomplish their goals.

The theme "Women making life challenges the key to life's accomplishments" is the platform to support women in making those moves. This institute will seek to transform lives whether in leadership, self esteem, academics, job resolution, informational distributions, health awareness or any given opportunity needed to allow them a difference in their lives.

DR. AUDREY TERRELL INSTITUTE



WWW.DATINSTITUTE.ORG

DR. AUDREY TERRELL INSTITUTE

FIRST ANNUAL AWARDS LUNCHEON

"CELEBRATING WOMEN"

DR. AUDREY TERRELL
PRESIDENT & CEO

313-510-9968

DR.AUDREYTERRELL@DATINSTITUTE.ORG
DATINSTITUTE.ORG

P.O. Box 820030
Vancouver, Washington 98682

"Making life's challenges the keys to great accomplishments"

EMBASSY SUITE

- "A WOMAN OF FAITH"
- "A WOMAN IN GOVERNMENT"
- "A WOMAN IN EDUCATION"
- "A WOMAN IN LABOR UNION"
- "A WOMAN IN SOCIAL JUSTICE"
- "A YOUNG WOMAN MOVING FORWARD"





Minister Wilma R Hills

Wilma R Hills is the second child born to the late Willie S. Minor, Sr. and the late Lorraine M. Butts. She is a native of South Carolina and attended the public schools in Lexington County, Brooklyn NY, and Casa Grande Az. She later graduated from Catalina High School in Tucson, Az. Wilma furthered her studies at the Universities of South Carolina and North Carolina with an emphasis on Education and Business Management Studies.

Along with her husband, J. Walter, Wilma founded and managed two non-profit organizations in North Carolina: Shiloh Community Enrichment Program and His Company Ministries. For the five years the Shiloh Community Enrichment Program was operable, they were instrumental in hiring over 150 youth every summer to work in mentorship job placement with local businesses. His Company Ministries was birthed out of a desire to educate and grow the people of God. They published newsletters, books, workbooks, and other Christian Education material. Under the His Company umbrella, they hosted seminars, spring and fall women conferences, and youth retreats. His Company Women's Conferences grew to accommodate more than a hundred women in attendance. They are currently the owners of HMG Copy & Print Center where they are continuing their work of publishing books and magazines. They are a registered Publishing Company working closely with Amazon to market their author's printed works.

Although Wilma acknowledged her calling as a Minister of the Gospel in 1990, it wasn't until June of 2006, that she received an official license to preach by the Providence Missionary Baptist Church in Columbia, SC. Minister Hills have preached in many states including SC, NC, FL, VA, AZ, and now OR. Because of her demand, her family and loved ones affectionately calls her, "The National Speaker." Not only is she a preacher of the gospel but also a published author. She has written several mini books but is widely known for her most popular work, "Where is Your Man?" which is marketed exclusively on Amazon.

Wilma have been married to Rev. J. Walter Hills for over 40 years. To this union three children were birthed, Renitta, Min. James Wesley II, and Rev. James Walter II. They have six grandchildren; Jaylen, Jonathan, James Wesley III (Tre'), Jalyah, James Walter III (Tripp), and Justice.

DR. AUDREY TERRELL INSTITUTE
2016 FIRST ANNUAL AWARDS LUNCHEON
"CELEBRATING WOMEN"

Program Coordinator – Ms. Suzanne Watson

- Masters of Ceremonies.....**Mr. Baruti Artharee**
- Invocation.....**Evangelist Missionary Debra Lindsay**
 Cornerstone C.O.G.I.C., Portland
- Welcome/Purpose.....**Dr. Audrey Terrell**
 President and CEO DATI
- Song.....**Mr. Clifford MacAfee**
- Introduction of Keynote Speaker.....**Mrs. Rhyan Hills**
 First Lady of New Hope Missionary Baptist Church, Portland
- Keynote Speaker.....**Minister Wilma R. Hills**
 Columbia, South Carolina

"LUNCH"

Recognition of DATI 2016 Awards

- Presented by **Dr. Quantae' Cole**-Associate Pastor and Worship Minister New Hope M.B.C., Portland
- "Woman of Faith"****Pastor Robin Franklin**
 Pastor of Hughes Memorial United Methodist Church, Portland
- "Woman in Education"****Ms. Kavina Davis**
 2016 Graduate of De LaSalle Catholic High School
- Presented by **John Wilson**, Former member of Local 1005, Machinist and Boilermakers
- "Woman in Labor Unions"****Mrs. Tina Turner Morfitt**
 President Oregon Coalition of Black Trades Unions
- Song.....**Mr. Clifford MacAfee**

Presented by **Kelvin Hall**, President and CEO York Institute

- "Woman in Social Justice"****Ms. Teressa Raiford**
 Community Organizer & Leader Don't Shoot Portland, Black Lives Matter Movement
- "Woman in Government"****Mrs. Linda Hamilton**
 President Oregon Blacks in Government

Presented by **V.P. Reginald Nicoles-V. P. Warner** Pacific Academic Affairs/Dean of Faculty

"Young Woman Moving Forward"**Ms. Alejandra Garcia**
 2016 Warner Pacific Graduate

- Closing Remarks.....**Dr. Audrey Terrell**
 President and CEO DATI
- Closing Prayer.....**Pastor Trica A. McClendon M Div**
 Interim Co-Pastor Church of the Good Shepherd, Hospice Chaplain, Kaiser Permanente

HS

*****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: DR AUDREY TERRELL INSTITUTE

Contact: DR AUDREY Terrell Phone: 313-570-9963

Date of Application: 2/7/17 Date(s) of event: 10/7/17

Purpose of Use: College Fair

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>306.00</u>
- EQUIPMENT FEES	\$	<u>463.00</u>
- TECH SERVICE FEES	\$	<u>0</u>
- THEATER FEES	\$	<u>0</u>
- CUSTODIAL FEES	\$	<u>0</u>
TOTAL RENTAL FEES	\$	<u>\$769.00</u>

CUSTOMER PROPOSED FEES

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

Additional Conditions or Terms (if applicable):

See Goodlow email attached

History of Facility Use with Parkrose School District:

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 : Molly Decker Date: 2.21.17
Building Principal/Designee

Administration Recommendation & Comments:

H Gray Date 2/21/17
Superintendent Signature

Superintendent Recommendation & Comments:
please approve for Oct. 2017

BOARD ACTION:
Approved Denied Date _____

2017 DATI College Fair

KGAC-AR-2
Adopted: April 2003
Revised: 10.31.16

Parkrose HIGH SCHOOL Facilities Use Application

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

Today's Date:

January 27, 2017

For Office Use Only
Received by:

Date:

Organization:

Dr. Audrey Terrell Institute

Contact:

Dr. Audrey Terrell

Phone:

313-510-9968

Email:

draudreyterrell@datiinstitute.org

Address:

P.O. Box 820030

City:

Vancouver

State:

WA

Zip:

98682

Date(s)	Day of week	Facility	Access Time - Exit Time	Expected Attendance
10/7/17	Saturday	Community Center	7am - 4pm	150
10/14/17	Saturday	Community Center	7am - 4pm	150

Facility Fees:

<input type="checkbox"/> Student Center (4hrs)	\$408.00 x = \$	<input type="checkbox"/> Gym (2hrs)	\$102.00 x = \$
<input type="checkbox"/> *Kitchen (4hrs)	\$408.00 x = \$	<input type="checkbox"/> Wrestling Rm (4hrs)	\$ 51.00 x = \$
<input checked="" type="checkbox"/> Community Rooms (4hrs)	\$102.00 x = \$ 204	<input type="checkbox"/> Dance Room (4hrs)	\$ 51.00 x = \$
<input type="checkbox"/> Student Courtyard (4hrs)	\$204.00 x = \$	<input type="checkbox"/> Locker Room (each/4hrs)	\$ 51.00 x = \$
<input type="checkbox"/> Band Room (4hrs)	\$102.00 x = \$	<input type="checkbox"/> Tennis Courts (4 courts/2hrs)	\$102.00 x = \$
<input type="checkbox"/> Choir Room (4hrs)	\$ 51.00 x = \$	<input type="checkbox"/> Track (p/hr)	\$102.00 x = \$
<input checked="" type="checkbox"/> Classroom (4hrs)(4)	\$ 51.00 x = \$ 102	<input type="checkbox"/> Football Field (2hrs)	\$102.00 x = \$
<input type="checkbox"/> Library (p/hr)	\$102.00 x = \$	<input type="checkbox"/> Baseball Field (2hrs)	\$102.00 x = \$
<input type="checkbox"/> West Parking Lot (4hrs)	\$306.00 x = \$	<input type="checkbox"/> Upper Soccer Field (2hrs)	\$102.00 x = \$
<input type="checkbox"/> Pool (up to 25 people/ 2hrs)	\$204.00 x = \$	<input type="checkbox"/> NE Soccer Complex (2hrs)	\$152.00 x = \$
<input type="checkbox"/> Pool (swim meet 2hrs)	\$612.00 x = \$	<input type="checkbox"/> Softball Field (2hrs)	\$102.00 x = \$

*Parkrose School District (PSD) Nutrition Service Staff may be scheduled for all Kitchen use at \$ 26.00 per hour

Facilities are charged based on units above (indicated in parenthesis). PSD will not invoice on the half, quarter, or partial units.

Equipment Fees**:

<input checked="" type="checkbox"/> Podium *	\$ 11.00 x = 11	<input type="checkbox"/> Gym Floor Cover	\$408.00 x =
<input checked="" type="checkbox"/> Microphone *	\$ 21.00 x = 21	<input type="checkbox"/> Field Lights (per hr)	\$102.00 x =
<input checked="" type="checkbox"/> TV/VCR/DVD*	\$ 21.00 x = 21	<input type="checkbox"/> Volleyball Net (3 nets/p use)	\$102.00 x =
<input type="checkbox"/> Choral Risers	\$204.00 x =	<input type="checkbox"/> Lining Baseball Field	\$102.00 x =
<input type="checkbox"/> Sound System*	\$ 51.00 x =	<input type="checkbox"/> Initial Set up & Lining Soccer Field	\$255.00 x =
<input type="checkbox"/> Chairs (p/chair)	\$ 3.00 x = 100 300	<input type="checkbox"/> Lining Soccer Field (maintenance)	\$102.00 x =
<input type="checkbox"/> Tables (p/table)	\$ 11.00 x = 10 110	<input type="checkbox"/> Initial Set up & Lining Football Field	\$587.00 x =
<input checked="" type="checkbox"/> Bleachers (1 side)	\$102.00 x =	<input type="checkbox"/> Lining Football Field (maintenance)	\$102.00 x =
<input type="checkbox"/> Swim Scoreboard (p/use)	\$204.00 x =	<input type="checkbox"/> Scoreboard	\$ 51.00 x =

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

** All Parkrose Schools have public Wi-Fi throughout. Please provide your own technology & equipment.

Catering/Food Requirements

- ◆ All Catering should be contracted thru Parkrose Nutrition Services (503-408-2122). Administrator approval required if you are not using Parkrose Nutrition Services. Additionally, a Parkrose Nutrition Services employee may be required for any kitchen use at a rate of \$26.00 p/hr.
- ◆ All food must be consumed and served in the PSD Facilities designated areas.

Theater Rentals:

N/A

Date(s)	Day(s) of week	PACKAGE(s)	Access Time - Exit Time	Expected Attendance

Theater Packages & Fees:**

N/A

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 \$ 842.00 x _____ = \$ _____ Additional Hour beyond 4 \$ 230.00 x _____ = \$ _____
 8 Hours \$ 1199.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 281.00 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 \$ 1428.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 306.00 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 \$ 1581.00 x _____ = \$ _____ Additional Hour beyond 8 \$ 332.00 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 \$ 561.00 x _____ = \$ _____
 8 Hours \$ 867.00 x _____ = \$ _____

ADDITIONAL THEATER EQUIPMENT FEES:

<input type="checkbox"/> Row of Seat Removal & Reinstall	\$255.00 x _____ = _____	<input type="checkbox"/> Dance Floor	\$510.00 x _____ = _____
<input type="checkbox"/> Orchestra Pit – Removal & Reinstall	\$510.00 x _____ = _____	<input type="checkbox"/> Choral Risers	\$204.00 x _____ = _____
<input type="checkbox"/> Vocal/Instrumental Microphone	\$ 16.00 x _____ = _____	<input type="checkbox"/> Projection Screen	\$ 51.00 x _____ = _____
<input type="checkbox"/> Wireless Microphone	\$ 77.00 x _____ = _____	<input type="checkbox"/> Music Stands (p/stand)	\$ 6.00 x _____ = _____
<input type="checkbox"/> Grand Piano (w/standard tuning)	\$306.00 x _____ = _____	<input type="checkbox"/> Video Projector	\$204.00 x _____ = _____

Custodial Fees*: These include lock/unlock of the building, alarming the building, cleaning, event set-up/reset, 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)

***Custodial fees may not be charged if a custodian is already on duty. Cleaning/set-up and break-down will then become the responsibility of the renter (\$36 per hour fee applies if the spaces rented aren't left the way you found them). Large events will require custodial fees.

Facilities Coordinator will complete this section:

\$29.00 x number of hours needed _____ = \$ _____
 \$36.00 x number of hours needed _____ = \$ _____

- Facility Fees	\$ _____	*10% (\$100 minimum) Refundable deposit if event cancelled within 60 days of rental date ** 50% of remaining deposit due 60days prior to event date ***Remaining deposit due 2 weeks prior to event date *** Payment methods: Cash, Check, Cashiers Check – Credit Card Payments must be done in person
- Equipment Fees	\$ _____	
- Technology Service Fees	\$ _____	
- Theater Fees	\$ _____	
- Custodial Fees	\$ _____	
Total Rental Fees	\$ <u>FREE</u>	

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 Educations (See Policy KGAA).

Client Signature Dr. Audrey Jurell Date 1/27/17

◆ Individuals or organizations that use school facilities under Board Policy 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 Dr. Audrey Jewell Institute 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.

Dr. Audrey Jewell
Signed

1/27/17
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 \$2,000,000** 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, inhalants, alcoholic beverages and controlled substances are strictly prohibited in or on Parkrose School District property. Possession of firearms or dangerous weapons in or on the premises is strictly prohibited by ORS 166.370.
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. A person operating a school-age recorded program may not operate the program without performing **criminal background checks** for all staff and volunteers and becoming recorded with the Office of Child Care. (Oregon Law 329A.257)

◆ **Full payment and proof of insurance must be received prior to use of any facility.**

◆ Application must be completed and turned in 30 days prior to rental date for consideration of reduced fees. Religious based organizations are excluded from receiving reduced fees due to Federal Law.

◆ All rentals are subject to availability, please check with the building administrator. Classrooms may not be rented during teacher contract hours, vacant classrooms can be rented.

◆ Individuals or Organizations who stay beyond the times indicated on this form will be subject to \$36 per hour penalty should PSD staff have to stay late. Individuals or Organizations are also subject to any charges incurred by the outside agency overseeing PSD's security, should they be called to the site.

◆ Facilities may be rented on non-school days with administrator approval but paperwork may not be accepted and processed on non-school days. Administrators and secretaries get a summer break. Please be sure facility applications for use during the summer or fall are submitted prior to the end of each school year.

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 Dr. Audrey Jewell Position of Responsibility President
Signature Title
Address P.O. Box 820030 City Vancouver State WA Zip 98682
APPROVED FOR USE Molly Turner TOTAL RENTAL FEES \$ 0
Building Principal



Andrea Stevenson <steveand@parkrose.k12.or.us>

Attached Image

Andre Goodlow <andre_goodlow@parkrose.k12.or.us>
To: Andrea Stevenson <andrea_stevenson@parkrose.k12.or.us>

Mon, Feb 20, 2017 at 9:01 PM

Andrea,

The event on March 25th will benefit African-American Women. They will also recognize one Parkrose student at the luncheon. The luncheon will be catered by an outside agency. I don't think they will use the kitchen.

The October event is the Black College Fair. Last year, she brought in some HBCU's for the event. Our students attended the event. By having it at PHS will give our students easy access to the event.

Let me know if you need more information.

Thanks,
Andre

On Fri, Feb 17, 2017 at 11:45 AM, Andrea Stevenson <andrea_stevenson@parkrose.k12.or.us> wrote:
[Quoted text hidden]

Andre Goodlow
Vice Principal
Parkrose High School
503-408-2656

Sponsored by: Dr. Audrey Terrell Institute
"Making Life's Challenges the Key to Life's Accomplishment"

DATI First Annual Historical Black College & University Fair

Saturday, October 22 - 8a-4p
Emmanuel Church 1033 N. Summer Portland, OR 97217

Open to 8th, 9th, 10th, 11th & 12th graders

Workshops:

- > Preparing for College
- > Seeking Financial Aid
- > Developing a College Student Mindset
- > Talk With College Recruiters
- > The Police
- > Alternatives

Contact Information:
braudreyterrell@datiinstitute.org
503.510.9968

Confirm your attendance by 10.10.16



FREE ADMISSION
FREE BREAKFAST & LUNCH

Make the Right
Choice Now
Go To School!

January 27, 2017

Vice Principal Andre Goodlow
Parkrose High School
12003 NE Shaver St.
Portland, Oregon 97220

Dear Sir:

Per our conversation, I am requesting the use of your Community Center to be use for several events.

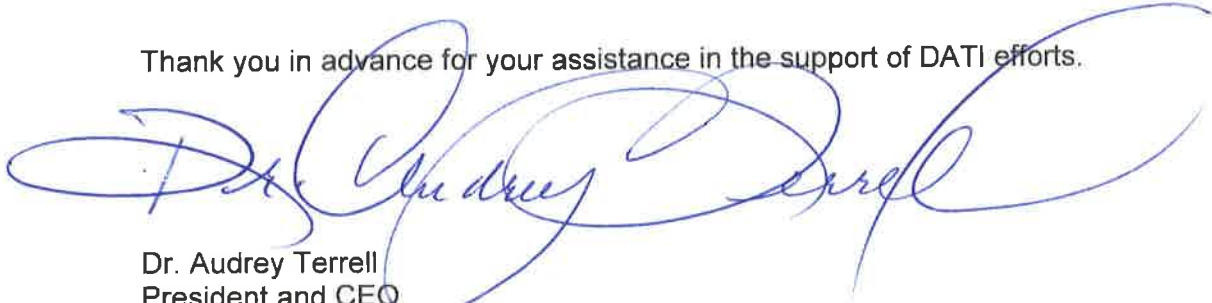
2nd Annual DATI Awards Luncheon

2nd Annual DATI Black College Fair

The application is attached along with last year announcement of each event.

It would be greatly appreciated if you can respond as soon as possible so that I may proceed with event planning.

Thank you in advance for your assistance in the support of DATI efforts.



Dr. Audrey Terrell
President and CEO
Dr. Audrey Terrell Institute