

APPLICATIONS FOR USE OF BLDGS.

V032

PORTLAND PUBLIC SCHOOLS

COMMUNITY USE OF BUILDINGS — 620 N. E. Halsey

Post Office Box 3107

Portland, Oregon 97208

PERMIT FOR USE
OF
SCHOOL BUILDINGS

Date June 8, 1978

C 7897

Permission has been granted

- Julie Keller Gottlieb
- 401 Wilcox Bldg.-Charter Rev.
- 506 S.W. 6
- Portland, OR 97204

SCHOOL

Grant High

ORGANIZATION

Public Hearing - Amendments to Mult. Co. Home Rule
Charter

DATE

Monday, July 31, 1978

HOURS

7:00pm to 10:00pm (Meeting will start at 7:30pm)

CHARGES

Free CUB

☐ Heat If
Needed

☐ Gymnasium

☐ Dress. Rooms,
Showers When
Available

☐ Tennis Shoes
Must Be Worn
In GYM

☐ Auditorium

☐ Cafetorium

☒ Cafeteria

☐ NO
Kitchen

☒ Rest Rooms

☐ Dressing
Rooms

☒ No Smoking

☐ Persons in kitchen MUST have Food Handlers Card — May use kitchen
for serving or assembling of food prepared outside — Equipment may
be operated only by cafeteria employees.

REMARKS:

School buildings will be closed to free activities during school holidays.

The right is reserved to cancel this permit at any time.

WHEN THE BUILDING IS NOT TO BE USED ON THE DATE REQUESTED, THE "USE OF SCHOOL BUILDINGS" OFFICE IS TO BE NOTIFIED AT LEAST ONE DAY PRIOR TO THAT DATE.

SCHOOL DISTRICT NO. 1, MULTNOMAH COUNTY, OREGON

By

IF THERE ARE ANY QUESTIONS IN
REGARD TO THIS PERMIT, CALL

234-3392 Ext. 265 or 268

**ALCOHOLIC LIQUORS AND ILLEGAL DRUGS IN ANY FORM
PROHIBITED IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS.**

Attendance Requirements

Reservation of an auditorium requires a minimum attendance of 35. A faculty representative must be hired to be in attendance when a high school auditorium is used.

Minimum attendance of 8 is required for classrooms.

Elementary gymnasiums require a minimum attendance of 12 for recreation and 15 for meetings. One period of 1½ hours per week is allowed free of charge for a particular team, group, or organization. Pitching, batting, or kicking of balls and street shoes are not permitted in gymnasiums.

Cafeteria Use

Cafeteria reservations require a minimum attendance of 35. Nonprofit organizations may use the kitchen facilities for serving or assembling of food prepared outside of the school. Use of the facilities will be limited to the warming of food prepared outside, under the supervision of a cafeteria employee whose time must be paid. Food may not be cooked in the cafeteria by organizations or groups, and equipment may be operated only by cafeteria employees.

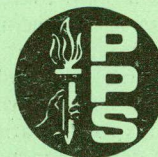
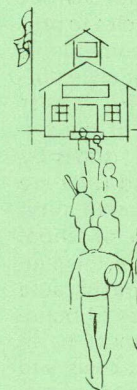
If you have any questions, please telephone the Community Use of Buildings Office. District staff want your activity to be successful and enjoyable and will assist you within the procedures and policies for building use.

ROBERT W. BLANCHARD
Superintendent



Portland Public Schools
620 N.E. Halsey Street
Portland, OR 97232
Phone: 234-3392 ext. 265

Mail Address: P.O. Box 3107
Portland, OR 97208



Procedures
and
Regulations
Governing
The
Community
use of
Buildings

PORTLAND PUBLIC SCHOOLS
620 N. E. Halsey Street
Portland, Oregon 97232
Phone: 234-3392 ext. 265
Mail Address: P. O. Box 3107
Portland, Oregon 97208

Published by

Public Information
Department



Portland Public Schools

631 N.E. Clackamas Street Portland, Oregon 97208

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Eligibility

Schools, school sponsored organizations or groups, community service organizations or public institutions that meet district civic use requirements are allowed free use of school district facilities for activities that are not commercial, partisan political, religious, or in other ways ineligible for free use.

Activities that do not qualify for free use must pay a rental fee according to the schedule of charges established by the Board of Education. A rate schedule of charges can be obtained from the Community Use of Buildings Department.

Application for Use

The use of any school building or grounds of the district shall be arranged by written application. Such application shall be signed by an adult, who will be responsible for the care of the building or grounds. To assure reservations all applications shall be in not less than five days before the date of use in order to provide time for processing and issuing permits to applicant and personnel in school to be used.

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Adult Supervision (over 21) is required in all areas of the buildings or grounds at all times.

A school district custodian must be on duty in the building throughout the time of building use.

Alcoholic liquors, illegal drugs, in any form, or gambling are not permitted in the school buildings or school grounds.

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The district's rules and regulations do not permit the advertising or sale of merchandise or signing of contractual agreements in the school buildings or on the school grounds, and the buildings may not be used for commercial purposes.

School facilities may not be used for public dances. Dances are limited to those sponsored by and for students or P.T.A. or instructional programs conducted by the Community College or the Park Bureau.

Violations

Groups violating the above procedures will be subject to revocation of their use permit.

67-0520

APPLICATION FOR USE OF SCHOOL BUILDINGS

Buildings may be used at specified times for approved civic activities without charge. Other activities and facility use require charges in accordance with a schedule adopted by the Board of Directors.

Community Use of Buildings
School District No. 1
620 Northeast Halsey Street
P. O. Box 3107
Portland, Oregon 97208

Portland, Oregon June 7, 1978, 19

Gentlemen:

The undersigned hereby makes application on behalf of (name of organization or individual)

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

For permission to use Grant High School Cafeteria
(School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only (X) Daily () Weekly () Monthly () Exception

7:30 PM. to 9:30 PM. Monday, July 31, 1978, 19
(Hours) (Day or Days of Week) (Date if one time only)

If continuous, give beginning and ending dates 19 through 19

Describe activity fully PUBLIC HEARING ON AMENDMENTS TO MULTNOMAH COUNTY

HOME RULE CHARTER

The exercises will be held under the auspices of Multnomah County Charter Review Committee

There will be an admission charge of \$, or a collection or offering

Proceeds will be used for

Charges for use of building, if any, will be paid by Multnomah County Charter Review Committee

I agree to be responsible for the conduct of the audience in and about the building and for any damage beyond ordinary wear and tear which may occur to this school property incident to my occupancy thereof. I further agree that the school property will be used in accordance with rules and regulations of the Board of Directors, and that I shall be responsible for any and all liability arising from or arising out of the use of the school property and hold the School District harmless from any action arising from my occupancy.

John R. Faust, Jr.
Signature of Adult Responsible, Over 21

401 Wilcox Bldg., 506 S. W. 6th, Portland, Or.
Address (Home Address if this is a Gym Use Request) 97204

City

Zip Code

References working with activity:

Business
Phone

227-1631

Home
Phone

636-3868

Name

Business Phone

John R. Faust, Jr. Attorney 226-7321

Terry Hannon, Attorney 666-3773

Approved By: Principal

Management Services

Charge

67-0520

APPLICATION FOR USE OF SCHOOL BUILDINGS

Buildings may be used at specified times for approved civic activities without charge. Other activities and facility use require charges in accordance with a schedule adopted by the Board of Directors.

Community Use of Buildings
School District No. 1
620 Northeast Halsey Street
P. O. Box 3107
Portland, Oregon 97208

Portland, Oregon March 6, 1978

Gentlemen:

The undersigned hereby makes application on behalf of (name of organization or individual)

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

For permission to use Lincoln High School Cafeteria
(School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only (X) Daily () Weekly () Monthly () Exception

7:30 PM. to 9:30 PM. Monday, March 13, 1978
(Hours) (Day or Days of Week) (Date if one time only)

If continuous, give beginning and ending dates 19 through 19

Describe activity fully PUBLIC HEARING ON MULTNOMAH COUNTY HOME RULE CHARTER

The exercises will be held under the auspices of Multnomah County Charter Review Committee

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Julia Keller Tait
Signature of Adult Responsible, Over 21

401 Wilcox Bldg., 506 S. W. 6th, Portland, OR
Address (Home Address if this is a Gym Use Request) 97204

City

Zip Code

References working with activity:

Business

Phone 227-1631

Home

Phone 636-3868

Name

Business Phone

Jack Faust, atty. 226-7321

Terry Hannon, atty. 666-3773

Approved By: Principal

Management Services

Charge



MT. HOOD COMMUNITY COLLEGE

26000 S. E. STARK ST., GRESHAM, OREGON 97030 • PHONE (503)667-1561

6422

May 1, 1978

Julie Gottlieb
Multnomah County Charter Review Committee
401 Wilcox Building
506 S.W. 6th Avenue
Portland, Oregon 97204

Dear Ms. Gottlieb:

Please find enclosed an application for use of college facilities for the Multnomah County Charter Review Committee open public hearing to be held on June 26, 1978 in our Vista Dining Room.

Look over the application. If there are no problems, please sign and return the white and yellow copies to our office. Keep the pink copy for your records.

Please note that I have changed the location of the open hearing from the Town & Gown Room as we discussed originally to the Vista Dining Room. The college had need of the Town & Gown Room on that date. Also enclosed is a map of the campus with the location of the Vista Dining Room marked and the closest parking lot indicated.

If you have any questions, please call me at 667-7181.

Sincerely,

Merry Jo Miller
College Relations Office

Enclosures

APPLICATION FOR USE
OF COLLEGE FACILITIES

Organization: Charter Review Committee Date: 4/3/78

Address: 401 Wilcox Building, 506 SW 6th, Portland 97204 Phone: 227-1631

Date(s) of Use: June 26, 1978 Time(s) of Use: 7:30 - 9:30 p.m.

Purpose: Open public hearing on Multnomah County Charter Review Time(s) of Use: _____

Number of Persons Expected: 50 Admission Price: \$ _____

Facilities Requested: Vista Dining Room

Public? Yes

Services Needed (cost): custodial XX, ticket control _____, security _____, stage personnel _____, audio/visual XX, other: _____

Special Instructions:

Set up room with panel table for 18 persons with table mike, registration table, and chairs to seat 80 persons in two sections with a center aisle facing west. Place floor mike in center aisle near the front of the seating section.

TOTAL CHARGES: \$ waived

THIS CONTRACT IS SUBJECT TO ALL MT. HOOD COMMUNITY COLLEGE DISTRICT PROCEDURES AND POLICIES IN ADDITION TO THE CONDITIONS LISTED BELOW:

1. This contract shall be considered as reasonable guarantee from the College to the Lessee that the facility will be available for use as specified. Should facilities be needed on an emergency basis for instruction or instruction related purposes, the College reserves the right to re-assign space or to cancel the contract up to forty-eight (48) hours preceding the scheduled event.
2. The Lessee is liable for the care and protection of College property and will be charged for any damages or losses sustained to the premises during the Lessee's period of use.
3. The Lessee hereby agrees to hold the Mt. Hood Community College District, its Board of Education, the individual members thereof, and all agents and employees of the District or the College free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such occupancy of College District property.
4. The Board of Education and the Associate Dean for Community Services reserve the right to cancel at any time any and all permits issued for the use of any facilities when such action is deemed necessary for the best interests of the College.
5. All charges are payable to Mt. Hood Community College seven (7) days prior to use.

Applicant's Signature: _____

Date: 5/3/78

Applicant's address (if different from above): _____

Phone: 227-1631

Approved: _____

Eric T. Sankey
Associate Dean for Community Services

Date: 4/4/78

Assigned: _____ Activity Request/Report _____, Work Order _____



MEMORANDUM

Community Use of Buildings/PORTLAND PUBLIC SCHOOLS/620 N.E. Halsey Street/PO Box 3107/Portland, Oregon 97208

Telephone: 234 - 3392

Ext. 265 or 268

TO: MR. JOHN FLENNIKEN - 226-3483

Date: MARCH 8, 1978

JULIE GOTTLIEB - 227-1631 ✓

PERMIT C 6393

CUSTODIAN LINCOLN HIGH

GEORGE GALATI

DUE TO AN ERROR ON MY PART, I SENT A MEMO TO YOU AS THE ONE WHO WOULD HIRE A BOY TO RUN A P.A. SYSTEM IN THE LINCOLN HIGH SCHOOL CAFETERIA ON MARCH 13, 1978. SORRY FOR THIS ERROR, AND I WILL IMMEDIATELY NOTIFY THE PROPER PERSON, MR. LOWELL SLICK.

Diosathy Tate

tapes -

have stationary -

4/24/78
seminar room
IED

- Full Committee meeting

- Subcommittee chmn meeting -

April 24 ~~(cancel April 10)~~

week of April 11 - April 10
IED -
Bd. Room

June Hearing

4 Regional
- Mt. Hood Comm. College - College Relations office

- Roosevelt High School June 5
University of Portland?

Grant High - Cleveland High School June 12?

Lincoln High - June 19 -

League Meeting April 5 - 10 - 2 - bring a lunch -
NE, W. -

Backgrounders - Press Release - soon -

Tapes? -

May 1st

May 8th

" 15th

22th

mon nite - meetings
seminar room
I. E. D.

OK mon nite - TENTATIVE -

OK June 5 - Roosevelt High cafe.

OK June 12 - Cleveland High

2 June 19 - Lincoln "
but go ahead

Mt. Hood Comm. College -

Merry Jo Miller - 667-7483

OK June 26 - Mt. Hood. C.C. ? - Town & Gown Room
(26000 SE Stark / on upper level
Gresham - Behind college theatre

PORTLAND PUBLIC SCHOOLS

COMMUNITY USE OF BUILDINGS — 620 N. E. Halsey

Post Office Box 3107

Portland, Oregon 97208

PERMIT FOR USE
OF
SCHOOL BUILDINGS

Date April 25, 1978

C 7266

Permission has been granted

- Julie Keller Gottlieb
- 401 Wilcox Bldg.
- 506 S.W. 6th
- Portland, OR 97204

SCHOOL Lincoln High

ORGANIZATION Multnomah County Charter Review Committee - hearing

DATE Monday, June 19, 1978

HOURS 7:30pm to 9:30pm

CHARGES Free CUB

- | | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Heat If Needed | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Dress. Rooms, Showers When Available | <input type="checkbox"/> Tennis Shoes Must Be Worn In GYM | <input type="checkbox"/> Auditorium |
| <input type="checkbox"/> Cafetorium | <input checked="" type="checkbox"/> Cafeteria | <input type="checkbox"/> Kitchen NO | <input checked="" type="checkbox"/> Rest Rooms | <input type="checkbox"/> Dressing Rooms |
| <input checked="" type="checkbox"/> No Smoking | <input type="checkbox"/> Persons in kitchen MUST have Food Handlers Card — May use kitchen for <u>serving or assembling of food prepared outside</u> — <u>Equipment may be operated only by cafeteria employees.</u> | | | |

REMARKS:

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SCHOOL DISTRICT NO. 1, MULTNOMAH COUNTY, OREGON

IF THERE ARE ANY QUESTIONS IN REGARD TO THIS PERMIT, CALL

234-3392 Ext. 265 or 268

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PORTLAND PUBLIC SCHOOLS

COMMUNITY USE OF BUILDINGS — 620 N. E. Halsey

Post Office Box 3107

Portland, Oregon 97208

PERMIT FOR USE
OF
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Date

March 31, 1978

C

6781

Permission has been granted

- Julie Keller Gottlieb
- 401 Wilcox Bldg.
- 506 S.W. 6th
- Portland, OR 97204

SCHOOL

Roosevelt High

ORGANIZATION

Multnomah County Charter Review Public Hearing

DATE

Monday, June 5, 1978

HOURS

7:30pm to 9:30pm

CHARGES

Free CUB

☐ Heat If Needed

☐ Gymnasium

☐ Dress. Rooms,
Showers When Available

☐ Tennis Shoes
Must Be Worn
In GYM

☐ Auditorium

☐ Cafetorium

☒ Cafeteria

☐ NO
Kitchen

☒ Rest Rooms

☐ Dressing
Rooms

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[Signature]

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PERMIT FOR USE
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Date March 31, 1978

C 6776

Permission has been granted

- Julie Keller Gottlieb
- 401 Wilcox Bldg.
- 506 S.W. 6th
- Portland, OR 97204

SCHOOL

Cleveland High

ORGANIZATION

Multnomah County Charter Review - Public Hearing

DATE

Monday, June 12, 1978

HOURS

7:30pm to 9:30pm

CHARGES

Free CUB

☐ Heat If Needed

☐ Gymnasium

☐ Dress. Rooms, Showers When Available

☐ Tennis Shoes Must Be Worn In GYM

☐ Auditorium

☐ Cafetorium

☒ Cafeteria

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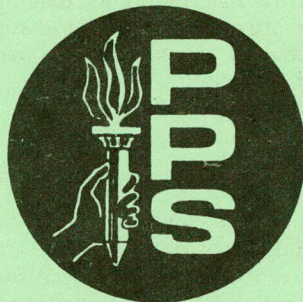
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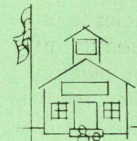
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Superintendent



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The use of any school building or grounds of the district shall be arranged by written application. Such application shall be signed by an adult, who will be responsible for the care of the building or grounds. To assure reservations all applications shall be in not less than five days before the date of use in order to provide time for processing and issuing permits to applicant and personnel in school to be used.

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Supervision

Adult Supervision (over 21) is required in all areas of the buildings or grounds at all times.

A school district custodian must be on duty in the building throughout the time of building use.

Alcoholic liquors, illegal drugs, in any form, or gambling are not permitted in the school buildings or school grounds.

Smoking, food or beverage are allowed only in rooms designated for those purposes.

Hours of Use

The building use application specifies beginning and ending time for activities. All participants must comply with the times on the permit and terminate their activity in time to clear the building by the time stated on the permit. Continuing beyond the permit at night often results in custodial overtime costs. The school must be left in the same condition as found. The regular school has first priority for all facilities. If an activity has to be cancelled because the school needs the facility for its use, efforts will be made to arrange for another facility whenever possible. Facilities will be available on application during non-school hours when custodial staff normally is in the building. Use at times when the buildings normally are closed usually requires charges to cover extra costs.

Commercial Restriction

The district's rules and regulations do not permit the advertising or sale of merchandise or signing of contractual agreements in the school buildings or on the school grounds, and the buildings may not be used for commercial purposes.

School facilities may not be used for public dances. Dances are limited to those sponsored by and for students or P.T.A. or instructional programs conducted by the Community College or the Park Bureau.

Violations

Groups violating the above procedures will be subject to revocation of their use permit.

File

67-0520

APPLICATION FOR USE OF SCHOOL BUILDINGS

Buildings may be used at specified times for approved civic activities without charge. Other activities and facility use require charges in accordance with a schedule adopted by the Board of Directors.

Community Use of Buildings
School District No. 1
620 Northeast Halsey Street
P. O. Box 3107
Portland, Oregon 97208

Portland, Oregon March 29, 1978, 19

Gentlemen:

The undersigned hereby makes application on behalf of (name of organization or individual)

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

For permission to use Cleveland High School Cafeteria
(School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only (X) Daily () Weekly () Monthly () Exception

7:30 p.m. to 9:30 p.m. June 12, 1978, Monday, 19
(Hours) (Day or Days of Week) (Date if one time only)

If continuous, give beginning and ending dates 19 through 19

Describe activity fully PUBLIC HEARING ON PROPOSED REVISIONS TO MULTNOMAH
COUNTY CHARTER

The exercises will be held under the auspices of MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

There will be an admission charge of \$ or a collection or offering

Proceeds will be used for

Charges for use of building, if any, will be paid by MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE.

I agree to be responsible for the conduct of the audience in and about the building and for any damage beyond ordinary wear and tear which may occur to this school property incident to my occupancy thereof. I further agree that the school property will be used in accordance with rules and regulations of the Board of Directors, and that I shall be responsible for any and all liability arising from or arising out of the use of the school property and hold the School District harmless from any action arising from my occupancy.

Julie Keller Lewis
Signature of Adult Responsible, Over 21

401 Wilcox Building, 506 S. W. 6th, Portland, OR
Address (Home Address if this is a Gym Use Request) 97204

City

Zip Code

References working with activity:

Business
Phone

227-1631

Home
Phone

636-3868

Name

Business Phone

Jack Faust, Attorney 226-7321

Terry Hannon, Attorney 666-3773

Approved By: Principal

Management Services

Charge

67-0520

APPLICATION FOR USE OF SCHOOL BUILDINGS

Buildings may be used at specified times for approved civic activities without charge. Other activities and facility use require charges in accordance with a schedule adopted by the Board of Directors.

Community Use of Buildings
 School District No. 1
 620 Northeast Halsey Street
 P. O. Box 3107
 Portland, Oregon 97208

Portland, Oregon March 29, 1978

Gentlemen:

The undersigned hereby makes application on behalf of (name of organization or individual)

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

For permission to use Lincoln High School Cafeteria
 (School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only (X) Daily () Weekly () Monthly () Exception ()

7:30 P.M. to 9:30 P.M. June 19, 1978, Monday, 19
 (Hours) (Day or Days of Week) (Date if one time only)

If continuous, give beginning and ending dates 19 through 19

Describe activity fully PUBLIC HEARING ON PROPOSED REVISIONS TO MULTNOMAH

COUNTY CHARTER

The exercises will be held under the auspices of MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

There will be an admission charge of \$, or a collection or offering.

Proceeds will be used for

Charges for use of building, if any, will be paid by MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

I agree to be responsible for the conduct of the audience in and about the building and for any damage beyond ordinary wear and tear which may occur to this school property incident to my occupancy thereof. I further agree that the school property will be used in accordance with rules and regulations of the Board of Directors, and that I shall be responsible for any and all liability arising from or arising out of the use of the school property and hold the School District harmless from any action arising from my occupancy.

Julie Keller Gaudin
 Signature of Adult Responsible, Over 21

401 Wilcox Building, 506 S. W. 6th Avenue
 Address (Home Address if this is a Gym Use Request)
 Portland, Oregon 97204
 City Zip Code

References working with activity:

Business Home
 Phone 227-1631 Phone 636-3868

Name	Business Phone
Jack Faust, attorney	226-7321
Terry Hannon, attorney	666-3773

Approved By: Principal

Management Services Charge

File

67-0520

APPLICATION FOR USE OF SCHOOL BUILDINGS

Buildings may be used at specified times for approved civic activities without charge. Other activities and facility use require charges in accordance with a schedule adopted by the Board of Directors.

Community Use of Buildings
School District No. 1
620 Northeast Halsey Street
P. O. Box 3107
Portland, Oregon 97208

Portland, Oregon March 29, 1978, 19

Gentlemen:

The undersigned hereby makes application on behalf of (name of organization or individual)

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

For permission to use Roosevelt High School Cafeteria
(School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only (☒) Daily () Weekly () Monthly () Exception

7:30 p. M. to 9:30 p. M. June 5, 1978 Monday, 19
(Hours) (Day or Days of Week) (Date if one time only)

If continuous, give beginning and ending dates 19 through 19

Describe activity fully PUBLIC HEARING ON PROPOSED REVISIONS TO MULTNOMAH
COUNTY CHARTER

The exercises will be held under the auspices of MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

There will be an admission charge of \$, or a collection or offering

Proceeds will be used for

Charges for use of building, if any, will be paid by MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

I agree to be responsible for the conduct of the audience in and about the building and for any damage beyond ordinary wear and tear which may occur to this school property incident to my occupancy thereof. I further agree that the school property will be used in accordance with rules and regulations of the Board of Directors, and that I shall be responsible for any and all liability arising from or arising out of the use of the school property and hold the School District harmless from any action arising from my occupancy.

Julie Keller Gottlieb
Signature of Adult Responsible, Over 21

401 Wilcox Building, 506 S. W. 6th, Portland, OR
Address (Home Address if this is a Gym Use Request) 97204

City

Zip Code

References working with activity:

Business
Phone227-1631Home
Phone636-3868

Name

Business Phone

Jack Faust, Attorney226-7321Terry Hannon, Attorney666-3773

Approved By:

Principal

Management Services

Charge

PORTLAND PUBLIC SCHOOLS

COMMUNITY USE OF BUILDINGS — 620 N. E. Halsey

Post Office Box 3107
Portland, Oregon 97208

PERMIT FOR USE
OF
SCHOOL BUILDINGS

Date March 7, 1978

C 6393

Permission has been granted

- Julie Keller Gottlieb
- 401 Wilcox Bldg.
- 506 S.W. 6
- Portland, OR 97204

SCHOOL Lincoln High

ORGANIZATION Public Hearing on Multnomah County Home Rule Charter

DATE Monday, March 13, 1978

HOURS 7:00pm to 10:00pm

CHARGES Free CUB

<input type="checkbox"/> Heat If Needed	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Dress. Rooms, Showers When Available	<input type="checkbox"/> Tennis Shoes Must Be Worn In GYM	<input type="checkbox"/> Auditorium
<input type="checkbox"/> Cafetorium	<input checked="" type="checkbox"/> Cafeteria	<input type="checkbox"/> NO Kitchen	<input checked="" type="checkbox"/> Rest Rooms	<input type="checkbox"/> Dressing Rooms
<input checked="" type="checkbox"/> No Smoking	<input type="checkbox"/> Persons in kitchen MUST have Food Handlers Card — <u>May use kitchen for serving or assembling of food prepared outside — Equipment may be operated only by cafeteria employees.</u>			

REMARKS:

P.A. System

School buildings will be closed to free activities during school holidays.
The right is reserved to cancel this permit at any time.

WHEN THE BUILDING IS NOT TO BE USED ON THE DATE REQUESTED, THE "USE OF SCHOOL BUILDINGS" OFFICE IS TO BE NOTIFIED AT LEAST ONE DAY PRIOR TO THAT DATE.

SCHOOL DISTRICT NO. 1, MULTNOMAH COUNTY, OREGON

By

IF THERE ARE ANY QUESTIONS IN
REGARD TO THIS PERMIT, CALL

234-3392 Ext. 265 or 268

**ALCOHOLIC LIQUORS AND ILLEGAL DRUGS IN ANY FORM
PROHIBITED IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS.**



MEMORANDUM

Community Use of Buildings/PORTLAND PUBLIC SCHOOLS/620 N.E. Halsey Street/PO Box 3107/Portland, Oregon 97208

Telephone: 234 - 3392

Ext. 265 or 268

TO: JOHN FLENNIKEN - 226-3483

Date: MARCH 7, 1978

JULIE KELLER GOTTLIEB - 227-1631 ✓
CUSTODIAN LINCOLN HIGH
GEORGE GALATI

PERMIT C 6393

PLEASE HIRE A STUDENT TO RUN THE P.A. SYSTEM IN THE LINCOLN HIGH
SCHOOL CAFETERIA FOR THE PUBLIC HEARING ON MULTNOMAH COUNTY
HOME RULE CHARTER ON MONDAY, MARCH 13, 1978 - 7:00 TO 10:00PM -
MEETING WILL START AT 7:30PM.

THE STUDENT WILL BE PAID ON THE DAY WORKED BY JULIE GOTTLIEB
@ \$3.15 PER HOUR OR \$9.45 MINIMUM.

Gorothy Tate

Attendance Requirements

Reservation of an auditorium requires a minimum attendance of 35. A faculty representative must be hired to be in attendance when a high school auditorium is used.

Minimum attendance of 8 is required for classrooms.

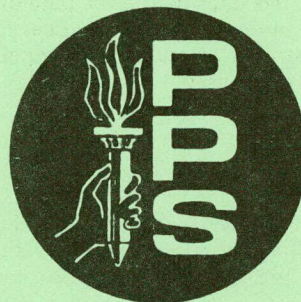
Elementary gymnasiums require a minimum attendance of 12 for recreation and 15 for meetings. One period of 1½ hours per week is allowed free of charge for a particular team, group, or organization. Pitching, batting, or kicking of balls and street shoes are not permitted in gymnasiums.

Cafeteria Use

Cafeteria reservations require a minimum attendance of 35. Nonprofit organizations may use the kitchen facilities for serving or assembling of food prepared outside of the school. Use of the facilities will be limited to the warming of food prepared outside, under the supervision of a cafeteria employee whose time must be paid. Food may not be cooked in the cafeteria by organizations or groups, and equipment may be operated only by cafeteria employees.

If you have any questions, please telephone the Community Use of Buildings Office. District staff want your activity to be successful and enjoyable and will assist you within the procedures and policies for building use.

ROBERT W. BLANCHARD
Superintendent



Portland Public Schools
620 N.E. Halsey Street
Portland, OR 97232
Phone: 234-3392 ext. 265

Mail Address: P.O. Box 3107
Portland, OR 97208



Procedures
and
Regulations
Governing
The
Community
use of
Buildings

PORTLAND PUBLIC SCHOOLS
620 N. E. Halsey Street
Portland, Oregon 97232
Phone: 234-3392 ext. 265
Mail Address: P. O. Box 3107
Portland, Oregon 97208

The Board of Education of School District Number One has established policies to provide maximum opportunity for community groups to use school facilities for civic purposes when they are not used for regular school programs. The buildings of the district are used many thousands of times by various groups so regulations and rules are necessary to govern use by the community. Because the fundamental purpose of school buildings is to provide facilities for the education of children in the district and because financial resources are limited, use of buildings for community purposes must be in accordance with Board policies, rules and regulations to assure that the buildings are used responsibly and are preserved in good condition so the regular school program will not be handicapped as a consequence of other uses. Procedures and regulations governing the community use of buildings are presented here for those planning to request use of a school.

Eligibility

Schools, school sponsored organizations or groups, community service organizations or public institutions that meet district civic use requirements are allowed free use of school district facilities for activities that are not commercial, partisan political, religious, or in other ways ineligible for free use.

Activities that do not qualify for free use must pay a rental fee according to the schedule of charges established by the Board of Education. A rate schedule of charges can be obtained from the Community Use of Buildings Department.

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School facilities may not be used for public dances. Dances are limited to those sponsored by and for students or P.T.A. or instructional programs conducted by the Community College or the Park Bureau.

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Groups violating the above procedures will be subject to revocation of their use permit.

67-0520

APPLICATION FOR USE OF SCHOOL BUILDINGS

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Community Use of Buildings
School District No. 1
620 Northeast Halsey Street
P. O. Box 3107
Portland, Oregon 97208

Portland, Oregon _____, 19____

Gentlemen:

The undersigned hereby makes application on behalf of (name of organization or individual)

For permission to use _____
(School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only (____) Daily (____) Weekly (____) Monthly (____) Exception _____

_____ M. to _____ M. _____, 19____
(Hours) (Day or Days of Week) (Date if one time only)

If continuous, give beginning and ending dates _____ 19____ through _____, 19____

Describe activity fully _____

The exercises will be held under the auspices of _____

There will be an admission charge of \$_____, or a collection or offering _____

Proceeds will be used for _____

Charges for use of building, if any, will be paid by _____

I agree to be responsible for the conduct of the audience in and about the building and for any damage beyond ordinary wear and tear which may occur to this school property incident to my occupancy thereof. I further agree that the school property will be used in accordance with rules and regulations of the Board of Directors, and that I shall be responsible for any and all liability arising from or arising out of the use of the school property and hold the School District harmless from any action arising from my occupancy.

Signature of Adult Responsible, Over 21

Address (Home Address if this is a Gym Use Request)

City

Zip Code

References working with activity:

Business
Phone _____Home
Phone _____

Name

Business Phone

Approved By: _____ Principal

Management Services

Charge _____

Attendance Requirements

Reservation of an auditorium requires a minimum attendance of 35. A faculty representative must be hired to be in attendance when a high school auditorium is used.

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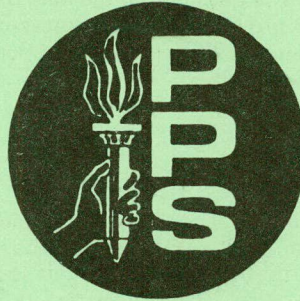
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Superintendent



Portland Public Schools
620 N.E. Halsey Street
Portland, OR 97232
Phone: 234-3392 ext. 265

Mail Address: P.O. Box 3107
Portland, OR 97208

*Dorothy Tate - 234-3392
- Commun.
Use of
Bldgs.*



*Procedures
and
Regulations
Governing
The
Community
use of
Buildings*

PORTLAND PUBLIC SCHOOLS
620 N. E. Halsey Street
Portland, Oregon 97232
Phone: 234-3392 ext. 265
Mail Address: P. O. Box 3107
Portland, Oregon 97208

Published by

Public Information
Department



Portland Public Schools

631 N.E. Clackamas Street Portland Oregon 97208

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Violations

Groups violating the above procedures will be subject to revocation of their use permit.

SPECIAL INSTRUCTIONS:

1. Chairs only with head table for 17 persons
2. Floor mike for questions from floor and
PA set up at head table - moveable mike
3. Sign-up table at door

mailed to Richard St. Clair, David Douglas
High School, 1500 SE 130th Ave. Portland 97233

APPLICATION FOR USE OF SCHOOL BUILDINGS

BUSINESS OFFICE

DATE _____

DAVID DOUGLAS SCHOOL DISTRICT NO. 40

2900 S. E. 122nd AVENUE

PORTLAND, OREGON 97236

PLEASE PRESS FIRMLY (no carbon required)

Gentlemen:

The undersigned hereby makes application on behalf of

MULTNOMAH COUNTY CHARTER REVIEW COMTEE
(name of organization or individual)

for permission to use

DAVID DOUGLAS JUNIOR SCHOOL ROOM 51
(School) (Accommodations)

SPECIFY IF ACTIVITY IS:

One Time Only ☒ Weekly _____ Semi-Weekly _____ Monthly _____ Semi-Monthly _____7 P. M. to 11 P. M. on MONDAY FEBRUARY 13, 19 78
(Day) (Date if one time only)

If continuous, give beginning and ending dates _____ 19 _____ through _____ 19 _____

Describe fully OPEN HEARING TO THE PUBLIC RELATIVE TO
THE MULTNOMAH COUNTY CHARTER, INCLUDING THE TAKING OF TESTIMONY
AND INTERVIEWING WITNESSES.

The exercises will be held under the auspices of _____

There will be an admission charge of NONE

Proceeds will be used for _____

Charges for use of building, if any, will be paid by _____

This application, for use of David Douglas School District grounds, is approved, with the following understanding:

"Any organized activity of David Douglas School District shall have precedence over the use by any other group.

The sponsor of the group, indicated herein, shall assume all liability for accidents occurring upon the school grounds during the time covered by the organization named herein.

It is further understood, that any damage to the grounds or neighboring buildings, whether under public or private ownership, arising out of this use will be compensated for by the individual who signed the application as the representative responsible for the organization."

I agree to be responsible for the conduct of the audience in and about the building and for any damage beyond ordinary wear and tear which may occur to this school property incident to my occupancy thereof. I further agree that the school property will be used in accordance with rules and regulations of the Board of Directors.

BLUE & GOLD School Board Passes
will be honored without question
for any event authorized by this
Building Use form.

References:

Name _____ Address _____ Telephone _____ zone _____

Approved by: _____ Principal _____ Business Manager _____

Name _____ Address _____ Charge _____

WHITE - Business Office
GREEN - Custodial Supervisor
CANARY - School Copy

PINK - Custodial Supervisor
GOLDENROD - Originator

15SEPT77

PLEASE NOTE!!!

APPLICATION FOR USE
OF COLLEGE FACILITIES

Organization: MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE Date: 1/23/78

Address: 495 N.W. Greenleaf Rd, Portland 97229 Phone: 292-5356

Date(s) of Use: February 6, 1978 Time(s) of Use: 7-10:00 p.m.

Purpose: Open hearing, District 12 Time(s) of Use: _____

Number of Persons Expected: _____ Admission Price: \$ _____

Facilities Requested: ~~Town & Gown~~ VISTA

Public? Yes

Services Needed (cost): custodial XX, ticket control _____, security _____, stage personnel _____, audio/visual XX, other: _____

Special Instructions:

- 1) Chairs only with head table for 16 persons
- 2) Floor mike for questions from floor and PA set up at head table
- 3) Sign-up table at door

TOTAL CHARGES: \$ fee waived

THIS CONTRACT IS SUBJECT TO ALL MT. HOOD COMMUNITY COLLEGE DISTRICT PROCEDURES AND POLICIES IN ADDITION TO THE CONDITIONS LISTED BELOW:

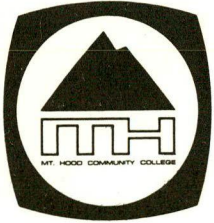
1. This contract shall be considered as reasonable guarantee from the College to the Lessee that the facility will be available for use as specified. Should facilities be needed on an emergency basis for instruction or instruction related purposes, the College reserves the right to re-assign space or to cancel the contract up to forty-eight (48) hours preceding the scheduled event.
2. The Lessee is liable for the care and protection of College property and will be charged for any damages or losses sustained to the premises during the Lessee's period of use.
3. The Lessee hereby agrees to hold the Mt. Hood Community College District, its Board of Education, the individual members thereof, and all agents and employees of the District or the College free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such occupancy of College District property.
4. The Board of Education and the Associate Dean for Community Services reserve the right to cancel at any time any and all permits issued for the use of any facilities when such action is deemed necessary for the best interests of the College.
5. All charges are payable to Mt. Hood Community College seven (7) days prior to use.

Applicant's Signature: [Signature] for Committee Date: 1/30/78

Applicant's address (if different from above): 1408 Standard Plaza Phone: 276-7321

Approved: [Signature] Eric T. Smiley Date: 1/24/78
Associate Dean for Community Services

Assigned: _____ Activity Request/Report _____, Work Order _____



MT. HOOD COMMUNITY COLLEGE

26000 S. E. STARK ST., GRESHAM, OREGON 97030 • PHONE (503)667-1561

Dr. R. Stephen Nicholson, *President*

January 25, 1978

Del Greenfield
495 N.W. Greenleaf Road
Portland, OR 97229

Dear Mrs. Greenfield:

Please find enclosed an application for use of college facilities for the Multnomah County Charter Review Commission hearing on February 6, 1978 in the Town and Gown Room.

Look over the application. If there are no problems, please sign and return the white and yellow copies for our office. Keep the pink copy for your records.

If you have any questions, please call me at 667-7181.

Sincerely,

Merry Jo Miller
College Relations Office

Enclosure