



Short-term Leasing of IFCC

From January to May 2018, PP&R is making the Interstate Firehouse Cultural Center (IFCC) available to arts organizations for short-term leasing (4—6 weeks) by lottery. To qualify for entry into the lottery, your organization must demonstrate strong alignment with IFCC's stated goals. Application deadline is Friday, December 22, 2017.

IFCC does not currently have dedicated funding or staff. This model enables us to make the building available while working within resource constraints.

Basic Leasing Terms

Comprehensive leasing agreement will be issued to occupants. Terms of agreement will include the following:

Staffing

- There will not be an onsite PP&R/City representative on premises during leasing period.
- Designated PP&R staff person will be on-call to address facility issues or emergencies.
- Lessee must provide their own technical support staff for theatre and all events.

Costs

- Leasing will be available for single-tenant occupancy, with a minimum leasing period of 4 weeks and maximum of 6 weeks at a rate of \$1500 per week.
- Tenants will have full access to the theatre (capacity 99), rehearsal/dance studio (capacity 20), and gallery/multi-purpose room (capacity 40).
- Building will not be supervised by City staff. Tenant will take full responsibility of the building and must provide proof of liability insurance coverage up to \$2,000,000.
- 50% of full payment is due upon signing of lease and the remaining 50% will be due on the first day of occupancy.

Amenities

- The building is being leased as-is.
- Included in rental fee: water, electricity, gas/heat/air conditioning
- Not included: wi-fi, phone, cleaning, building supplies

Key dates

- Applications due: Friday, December 22, 2017 at 5pm
- All applicants notified of status: January 2, 2018

Administration

1120 S.W. 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 | Fax: (503) 823-6007

PORTLANDPARKS.ORG
Amanda Fritz, Commissioner
Mike Abbaté, Director



If you have any questions, please contact:
Soo Pak
Arts, Culture & Special Events Manager
Portland Parks & Recreation
soo.pak@portlandoregon.gov
503-823-3345 (office)

To Apply

To apply, please answer the following questions and submit by email to Soo Pak at soo.pak@portlandoregon.gov by Friday, December 22, 2017 at 5pm.

You must answer all questions below to be considered.

- 1) What is the name of your arts organization?
- 2) Who should serve as your organization's primary point of contact? Please provide contact person's email and phone number.
- 3) What is your organization's stated mission?
- 4) What communities do you serve? Please provide any available demographic information.
- 5) How does your organization demonstrate strong alignment with the below goals established for IFCC. Please be specific and speak to the work your organization produces or presents, education programs, outreach efforts, partnerships, etc.

The goals of IFCC are to honor and advance:

- IFCC's original mission to explore, preserve and celebrate Portland's diversity
 - IFCC's history and roots in the African American community
 - The City of Portland's commitment to racial equity
- 6) Does your organization have a racial equity plan and how does it align with the [City of Portland's Racial Equity Goals & Strategies](#)?
 - 7) Which 4—6 week block(s) of time between January and May 2018 are you interested in for leasing? Are those dates fixed or flexible?