



FACILITY RENTAL EVENT REQUEST

Drug, Alcohol, Tobacco-Free Environment

Salem-Keizer Public Schools
 Facility Rental
 3630 State Street
 Salem, OR 97301
 Phone: 503-399-3342
 Fax: 503-316-3548

Organization: _____

Authorized User: _____

Email address: _____

Phone: _____

Purpose/Use: _____

Rental Location: _____

Estimated Attendance: Youth _____

Adults _____

<u>ROOM(S)</u>	<u>DATE OF USE</u>		<u>DAYS OF THE WEEK</u> (Pick)							<u>TIME OF USE</u>	
	Month/Day/Year	Month/Day/Year	Su	M	Tu	W	Th	F	Sa	Event Start Time	Event End Time
	Start	End									
	Start	End									
	Start	End									

Must include time for set-up & break-down/clean-up

Insurance Information: _____ (Insurance certificate required)

Company: _____

Agent Name: _____

Policy #: _____

Expiration: _____

Agent Phone: _____

I understand the Salem-Keizer Public School District reserves the right to run credit checks on those who use District facilities and reserves the right to send unpaid accounts to collections.

I have read and I agree to the Terms of Agreement located on the back of this request.

Signature _____
 Authorized User Date

Signature _____
 District Representative Date

Printed Name _____

Printed Name _____

Applicant must be 18 years or older to sign

OFFICE USE ONLY				
ESTIMATED FEES			CLASSIFICATION	
Application Fee: (nonrefundable)		\$ _____	A	B
Room	Hours	Rate/Hour	Extended	C
				D
				<input type="checkbox"/> In -Kind Trade Eligible
		\$ _____		RESERVATION INFORMATION
		\$ _____		Date Confirmed Rsrv: _____
		\$ _____		Customer Number(s): _____
		\$ _____		SchoolDude Number(s): _____
		\$ _____		Single Event Recurring Event
Services	Hours	Rate/Hour	Extended	SET-UP:
Custodial			\$ _____	Chairs: _____ Tables: _____
Security			\$ _____	Other: _____
Hostess			\$ _____	NOTES: _____
Monitor			\$ _____	_____
Other			\$ _____	_____
TOTAL ESTIMATED RENTAL			\$ _____	_____
			Est. by: _____	_____

TERMS OF AGREEMENT

1. The **DISTRICT** agrees to provide the facilities, listed on the reverse side of this form.

- It is further agreed that said facilities will be in reasonable operating order.
- Wireless access is available (but not guaranteed) in most District facilities. The guest password may be given during the rental process upon request. Guests may not plug directly into the SKPS's District network.

2. The **USER** agrees to:

- Observe all federal and state laws, policies of the **DISTRICT** and regulations of the Superintendent or principal of the school in which the premises to be rented are located including but not limited to Policy FAC-A011 Use of District Facilities and Procedure FAC-P011 Use of District Facilities.
- Permit no smoking or other uses of tobacco products, alcoholic beverages or other controlled substances on **DISTRICT** property. Security has the right to shut down event if found.
- Hold the **DISTRICT** harmless for any malfunction, injury, liability, or property damage incurred by person or persons using **DISTRICT** facilities.
- Promptly pay the actual costs incurred during use of the facility.
- Provide documentation of liability insurance to the **DISTRICT**.
- Provide documentation of non-profit status, if eligible.
- Make restitution for any damage incurred during use of the facilities and/or equipment.
- Certify that the organization has an open membership and complies with all federal, state, and municipal equal opportunity laws and regulations regarding discrimination.
- Leave the facility in condition found or better. Otherwise additional fees could be assessed by **DISTRICT**.
- No open flames such as candles, torches shall be used on school property. No fog machines.
- All electrical/sound equipment must be UL approved, be in good condition and have intact grounding plugs. (All plugs must be 3-prong).
- Do not plug any computer or electronic device into the SKPS District network.
- User must not bring or dispose of any hazardous materials on school property.
- The **DISTRICT** maintains the right to arrange for security or custodial services as needed at the user's expense.
- Any changes need to be made 5 days in advance.
- Renter is responsible for set-up and take-down within the rental time.
- Only District equipment agreed to may be used.
- Rental allows use of tables and chairs only.
- Notify Facilities office if you are bringing in other equipment.
- Notify Facilities office of cancellation no less than two working days prior to the event date to avoid incurring charges.

3. If a key/key card is checked out, the USER agrees to:

- Not loan or duplicate any key. Lost or stolen key(s)/card **must be reported** to the principal or his/her designee immediately. Return key/key card within 5 working days of the date of the event.
- Be responsible for cost of replacement of key(s)/card and may be liable for the cost of rekeying if required for security of the building and/or area.
- Abide by the District's Key Control Procedure SEC-P004.