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MEMO TO FACILITY RENTAL CUSTOMERS

Please be aware of the following information regarding the Salem-Keizer Public Schools Facility Rental.

ANNUAL RENEWAL

The Facility Rental year is from July 1st to June 30th. The 2018-19 year begins on July 1, 2018. Rental customers are asked to submit a new form #FAC-F010 Facility Rental Customer Information, along with the \$15.00 annual fee, to register as a Facility Rental Customer for the 2018-19 year. The forms may be submitted now, but are required to be submitted prior to a request for specific event dates. On this form, your organization's authorized agent may designate others that are authorized to submit event requests for the organization. Please use the updated forms from the website and not any older versions. The forms are now fillable for your convenience.

FACILITY RENTAL EVENT REQUESTS

Facility Rental event requests should be submitted to the Facility Rental office no less than 2 weeks in advance of the event date. High School sports field requests should be submitted no less than 4 weeks in advance of the event date. A form #FAC-F011 Facility Rental Event Request should be completed for both one-time and multiple event date requests.

INSURANCE INFORMATION

All Facility Rental Customers are required to provide a certificate of insurance, naming the Salem-Keizer School District as an additional insured, as proof of liability insurance coverage, current for the event dates requested. An example may be found on the Facility Rental webpage.

NON-PROFIT ORGANIZATIONS

Non-Profit organizations wanting to qualify for the discounted rental rate must provide documentation of the organization's non-profit status. Discounted rates depend on activity type and non-profit status.

KEYS AND KEY BADGES

All keys and key badges must be returned to the rental office no more than 5 working days after your event. Customers with recurring rental events should return the keys and badges for renewal when submitting your Annual Renewal.

RENTAL RATES

Current room rental rates and billing rates for services may be found on the Facility Rental website at <http://www.salemkeizer.org/content/facilities/facility-rental> . There will be a minimum ¼ hour custodial charge for events on Friday evenings, weekends, holidays and during breaks. A custodian will be scheduled to arrive early on their next regular work day to clean and restock supplies to ensure that the facility is ready for the school day.

PAST DUE ACCOUNTS

Customers must promptly pay fees and charges when due. New rental event requests may not be processed if there are past due amounts owing.

Seasonal Scheduling for the use of Stadiums, Artificial Turf Fields and Tracks, Natural Ball Fields and Gyms will continue. The following information describes the due date for applications for each season. Please find the type of facility being requested and see the application due dates listed for that facility. Sports listed as having priority during a season will be considered first, then other sports will be scheduled as space permits.

**SCHEDULING OF GYMS AND SPORTS FIELDS
2018-19 School Year**

PRIORITY	SEASON	APPLICATIONS DUE BY	SEASON START	SEASON END
Football, Soccer	Early Fall - 2018	7/13/18	8/13/18	12/2/18
All Equal	Late Fall - 2018	11/2/18	12/3/18	1/6/19
All Equal	Winter - 2019	12/7/18	1/7/19	2/24/19
Lacrosse, Track & Field	Spring - 2019	1/25/19	2/25/19	6/2/19
All Equal	Summer - 2019	5/3/19	6/3/19	8/11/19

ALL SCHOOLS - NATURAL BALL FIELDS

PRIORITY	SEASON	APPLICATIONS DUE BY	SEASON START	SEASON END
Soccer, Cross County, Football	Early Fall - 2018	7/13/18	8/13/18	11/11/18
	Late Fall - 2018	CLOSED	CLOSED	CLOSED
	Winter - 2019	CLOSED	CLOSED	CLOSED
Baseball, Softball	Spring - 2019	2/15/19	3/18/19	6/16/19
All Equal	Summer - 2019	5/17/19	6/17/19	8/11/19

ELEMENTARY & MIDDLE SCHOOL GYMS

PRIORITY	SEASON	APPLICATIONS DUE BY	SEASON START	SEASON END
Volleyball	Early Fall - 2018	7/13/18	8/13/18	11/11/18
Basketball, Wrestling	Late Fall - 2018	10/12/18	11/12/18	1/6/19
Basketball, Wrestling	Winter - 2019	12/7/19	1/7/19	3/17/19
All Equal	Spring - 2019	2/15/19	3/18/19	6/16/19
All Equal	Summer - 2019	5/17/19	6/17/19	8/11/19

For further information please visit our website at: <http://www.salemkeizer.org/content/facilities/facility-rental>.