



October 11, 2022

The District recognizes the benefit to Salem-Keizer students and the community when community groups or organizations are provided access to use of District facilities. The District will provide access for use of District facilities by community groups or organizations to the fullest possible extent.

Please be aware of the following information regarding the Salem-Keizer Public Schools Facility Rental program. The District schedules community use of school gyms, courts, and fields on a seasonal basis to help align community use with school sport seasons.

**Following is information about new requirements for On-Site Host/Coach contact information.**

**ON-SITE HOST/COACH CONTACT INFORMATION REQUIRED (NEW)**

Requests for multiple event dates shall include the name and contact information for the on-site person responsible (on-site host or coach) for the event during each event time. For example, the coach's name and contact information is needed when using a gym for a sporting event or practice. If the contacts or on-site hosts vary by day of the week, please be specific for each day so that the correct contact information can be applied to each specific event.

What is the reason for this change?

- Improved safety & security: Having the name of the host or coach for each event will give us a specific contact should a situation arise. The contact information provides district staff timely access to make adjustments (power outage for example) to schedules.
- Increased community access: Historically, many reservations were made, not used, and not cancelled. The unfortunate result was an inability to support another request for use to support student activities.
- Efficient use of district resources: Since each event of scheduled community use requires staff time and resources to support (scheduling, setup, access, lighting, ventilation, cleaning, supplies, etc.), this will better focus our resources to support community use.

Contact information should include at least the full name and position, or title (related to the organization or event), email address, and telephone number being monitored by that contact while they are present at the scheduled event on district property.

We recognize that some organizations assign coaches to individual event times after the school district's due date for event requests. To support this, individual event dates can be requested initially without the on-site host's contact information. The requests will still be included in the process to allocate available space. The schedule will remain in an inactive status until the on-site host contact information has been received. Once the season starts (per the district season start date), any inactive schedule dates will be cancelled and made available for new requests on a first-come first-served basis. No requests for previously-held space will be accepted prior to the cancelation of the event.

## SEASONAL SCHEDULING OF GYMS AND FIELDS – KEY DATES

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### 2022 EARLY FALL SEASON FOR GYMS AND FIELDS – IMPORTANT DATES

#### Gyms – Elementary and Middle Schools

**Season Dates:** August 15, 2022 thru November 13, 2022

#### Natural Grass Ball Fields

**Season Dates:** August 15, 2022 thru November 13, 2022

#### High School Stadiums, Artificial Turf Fields & Tracks

**Season Dates:** August 15, 2022 thru December 4, 2022

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### 2022 LATE FALL SEASON FOR GYMS AND FIELDS – IMPORTANT DATES

#### Gyms – Elementary and Middle Schools

**Facility Rental Event Requests due date:** Friday, October 14, 2022

**Season Dates:** November 14, 2022 thru January 1, 2023

#### Natural Grass Ball Fields

**Facility Rental Event Requests due date:** None

**Season Dates:** Closed for Season until March 20, 2023

#### High School Stadiums, Artificial Turf Fields & Tracks

**Facility Rental Event Requests due date:** Friday, November 4, 2022

**Season Dates:** December 5, 2022 thru January 1, 2023

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When District facilities are not being used for school events, District facilities are available for community use on evenings and weekends within the following guidelines.

### **COMMUNITY USE START TIMES ON SCHOOL DAYS**

#### **ELEMENTARY SCHOOLS**

Playfields & Outdoor Covered Play: 4:30 PM, or 6:30 PM at schools with late afternoon release time  
Gyms: 6:00 PM, or 6:30 PM at schools with after-school child care program

#### **MIDDLE SCHOOLS**

Playfields: 6:00 PM  
Gyms: 6:00 PM

#### **HIGH SCHOOLS**

Determined on a school-by-school basis. Contact high school for indoor facilities. Contact the Facility Rental office for outdoor ballfields, courts, stadiums, or other outdoor facilities.

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### **FORMS FOR REQUESTING USE OF SCHOOL FACILITIES**

#### **2022-23 Facility Rental Customer Information Form (FAC-F047)**

Please use this form to register as a Facility Rental Customer, or to update your contact and billing information for the 2022-23 scheduling season. The forms may be submitted now or along with 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 fillable for your convenience, or they may be printed and filled out by hand. If you need a paper version of the form, please call the Facility Rental phone number shown above.

#### **2022-23 Facility Rental Event Request Form (FAC-F048)**

To request an event date and time, a Facility Rental event request form **#FAC-F048 2022-23 Facility Rental Event Request**, should be submitted to the Facility Rental office by the application due date found on the **2022-23 Facility Rental Seasonal Rental Schedule**. Applying by the application due date will ensure that your event request is considered at the same time as other events requested by others. Otherwise, event requests may be submitted no less than 2 weeks in advance of the event date. Please submit a complete form **#FAC-F048 Facility Rental Event Request** for one-time event date requests or multiple event date requests. A list of multiple event dates and times may be attached to the form if that is more convenient.

### **REMINDER OF COVID-19 REQUIREMENTS & USE RESTRICTIONS**

1. A signed "Waiver of Liability and Hold Harmless Agreement" is required of all Facility Rental event customers acknowledging understanding of the hazards of the novel coronavirus ("COVID-19"), and that the customer is familiar with the Oregon Health Authority ("OHA") guidelines, the Oregon Governor's executive orders and guidelines, and the county requirements and guidelines for the county in which the facilities are located.
2. Community Organizations are required to Attest to COVID-19 Vaccination status for all staff and volunteers who will be on or in School District Facilities. Facility User Groups attest they will maintain and, upon request from the

District, shall provide written proof that all of its subject employees/volunteers have been fully vaccinated against COVID-19.

3. Non-profit organizations and for-profit organizations registered with the State of Oregon, and Governmental organizations are eligible for Facility Rental events until further notice.
4. Individuals are currently not eligible to use school facilities under the Facility Rental program. Only applications from organizations are currently being accepted.
5. Please remember to follow all mask and social distancing requirements and recommendations related to the facility being used and as applicable for participants and spectators. See the Oregon Health Authority's Statewide Requirements and Recommendations at <https://govstatus.egov.com/OR-OHA-COVID-19> for specific requirements and recommendations, if any.

### **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, including minimum coverage limits, 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. Please submit sensitive information in-person, by mail or fax for your security. Please do not send sensitive customer information by email.

### **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.

### **RENTAL RATES**

Current rental rates and billing rates for services may be found on the [Facility Rental](#) website. Rental rates for services will be increasing in July.

### **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. Please contact the Facility Rental office if you require assistance or are unable to access the documents and forms.

Web Page: [Facility Rental](#)

Community Calendar Link: [SchoolDude Community Calendar](#)