



October 12, 2021

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

2021-22 LATE FALL SEASON FOR GYMS – FACILITY RENTAL CUSTOMER INFORMATION

As a reminder, **Facility Rental Event Requests for use of School District gymnasiums are due on or before Friday, October 15, 2021 for the Late Fall season.** The Late Fall Season will begin on November 15, 2021 and end at the end of Winter Break on January 2, 2022. Facility Rental customers can submit a form **#FAC-F047 2021-22 COVID-19 Facility Rental Customer Information Form** to register as a Facility Rental Customer, or to update your contact and billing information for the 2021-22 COVID-19 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.

REMINDER OF COVID-19 REQUIREMENTS & USE RESTRICTIONS

1. A "Waiver of Liability and Hold Harmless Agreement" will be 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. **NEW: Community Organizations will be required to Attest to COVID-19 Vaccination status for all staff and volunteers who will be on or in School District Facilities. Additional information will be coming via e-mail and will include a contact person to answer any questions you may have. All COVID-19 vaccination attestation forms will be sent and signed via Docusign.**
3. **NEW: Only entities (Non-profit organizations, For-profit organizations, and Governmental organizations) will be eligible for Facility Rental events until further notice. Individuals will not be eligible at this time. This may change whenever the vaccination requirements for COVID-19 are no longer a requirement.**
4. 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.

FACILITY RENTAL EVENT REQUESTS

To request an event date and time, a Facility Rental event request form **#FAC-F048 2021-22 COVID-19 Facility Rental Event Request**, should be submitted to the Facility Rental office by the application due date found on the **2021-22 Facility Rental COVID-19 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 COVID-19**

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.

COVID-19 VACCINATION ATTESTATION

All Facility Rental Customers are required to provide a signed attestation document with or before submitting **#FAC-F048 COVID-19 Facility Rental Event Request**. The COVID-19 Vaccination Attestation form shall be sent and signed via DocuSign.

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 at <http://www.salemkeizer.org/content/facilities/facility-rental> .

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. The Facility Rental office is currently closed to the public, but we can assist by phone, or make other arrangements as needed.

Web Page: <https://salkeiz.k12.or.us/facility-rental>