



Facility Rental
3630 State Street ● Salem, Oregon 97301-5316
503-399-3342 ● FAX: 503-375-7847

May 20, 2022

Please be aware of the following information regarding Salem-Keizer Public Schools Facility Rental program. Please note that many school facilities will not be available this summer due to construction. A list of locations closed to community use for the summer is included in this memo.

2022 SUMMER SEASON FOR GYMS AND FIELDS – IMPORTANT DATES

Gyms – Elementary and Middle Schools

Facility Rental Event Requests due date: Friday, May 20, 2022

Season Dates: June 18, 2022 thru August 14, 2022

Natural Grass Ball Fields

Facility Rental Event Requests due date: Friday, May 20, 2022

Season Dates: June 18, 2022 thru August 14, 2022

2022 EARLY FALL SEASON FOR GYMS AND FIELDS – IMPORTANT DATES

Gyms – Elementary and Middle Schools

Facility Rental Event Requests due date: Friday, July 15, 2022

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

Natural Grass Ball Fields

Facility Rental Event Requests due date: Friday, July 15, 2022

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

High School Stadiums, Artificial Turf Fields & Tracks

Facility Rental Event Requests due date: Friday, July 15, 2022

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

**DUE TO CONSTRUCTION ACTIVITIES MANY FACILITIES WILL NOT BE AVAILABLE
DURING THE SUMMER OF 2022**

SCHOOL NAME	TYPE	GYM	FIELDS	STADIUM
Auburn	Elem.	CAFETERIA CLOSED ¹		
Chapman Hill	Elem.	CLOSED	CLOSED	
Eyre	Elem.		CLOSED	
Four Corners	Elem.	CLOSED	CLOSED	
Hallman	Elem.	CLOSED	CLOSED	
Hayesville	Elem.	CLOSED	CLOSED	
Kalapuya	Elem.	CLOSED 7/11, 7/12	CLOSED 7/11, 7/12	
Keizer	Elem.	CLOSED	CLOSED	
Kennedy	Elem.	CLOSED	CLOSED	
Liberty	Elem.	CLOSED	CLOSED	
Myers	Elem.	CLOSED	CLOSED	
Pringle	Elem.	CLOSED	CLOSED	
Salem Heights	Elem.	CLOSED	CLOSED	
Schirle	Elem.	CLOSED	CLOSED	
Scott	Elem.		CLOSED	
Sumpter	Elem.	CLOSED	CLOSED	
Swegle	Elem.	CLOSED	CLOSED	
Washington	Elem.	CLOSED	CLOSED	
Yoshikai	Elem.	CLOSED	CLOSED	
Crossler	Middle	CLOSED ²	CLOSED ²	
Houck	Middle	CLOSED	CLOSED	
Parrish	Middle	CLOSED	CLOSED	
Stephens	Middle	CLOSED	CLOSED	
Straub	Middle	CLOSED	CLOSED	
Walker	Middle	CLOSED	NOT RESERVABLE ⁴	
McKay	High	CLOSED ³		CLOSED
Sprague	High	CLOSED	CLOSED	CLOSED
West Salem	High	CLOSED	CLOSED	CLOSED

Note 1. Closed to Rental Use Note 2. Closed Most Days

Note 3. Closed to Rental Use

**Note 4. Fields not reservable, drop-in only on evenings and weekends, no
parking lots available**

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, For-profit organizations, and Governmental organizations are eligible for Facility Rental events until further notice.
4. Individuals, are currently not eligible to use school facilities.
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.

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](#)