



2021-22 COVID-19 SEASON - FACILITY RENTAL CUSTOMER INFORMATION FORM

Salem-Keizer Public Schools
Facility Rental
3630 State Street
Salem, OR 97301
Phone: 503-399-3342
Fax: 503-316-3548
facility_rental@salkeiz.k12.or.us

Drug, Alcohol, Tobacco-Free Environment

\$15.00 ANNUAL FEE

New Customer

Returning Customer

Organization Name: _____

Applicant Name: _____ Drivers License #: _____ Expiration Date: _____

Additional Users Authorized to Coordinate Events: _____ Phone No. _____ Email Address _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Home): _____ (Work): _____ (Cell): _____

E-mail(s): _____

BILLING INFORMATION: (If different from above)
Address: _____ City: _____ State: _____ Zip: _____
Phone (Home): _____ (Work): _____ (Cell): _____
E-mail(s): _____
Non-Profit Tax Id #: _____ (Documentation required)

*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 _____
Applicant Date

Printed Name _____
Applicant must be 18 years or older to sign

OFFICE USE ONLY
Accepted: Denied: Customer Number: _____ District Representative Initial _____
Notes: _____

2021-22 COVID-19 SEASON - 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.

2. The **USER** agrees to:

- Execute a written "Waiver of Liability and Hold Harmless Agreement" related to COVID-19, acknowledging that the User understands the hazards of the novel coronavirus ("COVID-19"), and is familiar with, and will adhere to, the Oregon Health Authority ("OHA") guidelines, the Oregon Governor's executive orders and guidelines, and applicable county requirements.
- Observe all federal and state laws, policies of the **DISTRICT** and regulations of the Superintendent or principal of the school at 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. **DISTRICT** has the right to shut down event if not followed.
- Hold the **DISTRICT** harmless for any malfunction, injury, liability, or property damage incurred by person or persons using **DISTRICT** facilities except those claims that arise from the intentional, negligent or willful misconduct of the **DISTRICT**.
- 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, barbecues 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 users 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.
- 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 Facility Rental Office 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.