



# 2023-24 SCHOOL YEAR FACILITY RENTAL EVENT REQUEST

**Drug, Alcohol, Tobacco-Free Environment**

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

**Organization:** \_\_\_\_\_

**Authorized User:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Purpose/Use:** \_\_\_\_\_

**Rental Location:** \_\_\_\_\_  
School or Building

Estimated Attendance	
Participant Youth	_____
Participant Adult	_____
Volunteers / Staff	_____
Spectators	_____
<b>Total Estimated</b>	<b>_____</b>

ROOM or FIELD	DATE OF USE		DAYS OF THE WEEK							TIME OF USE	
	Month/Day/Year	Month/Day/Year	SUN	MON	TUE	WED	THU	FRI	SAT	Event Start Time	Event End Time
_____	<b>Start</b> _____	<b>End</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<b>to</b> _____
_____	<b>Start</b> _____	<b>End</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<b>to</b> _____
_____	<b>Start</b> _____	<b>End</b> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<b>to</b> _____

Must include time for set-up & break-down/clean-up

**Insurance Information** *(Insurance certificate required)*

**Company:** \_\_\_\_\_ **Agent Name:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_ **Expiration:** \_\_\_\_\_ **Agent Phone:** \_\_\_\_\_

*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 page two of this request.*

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized User – Applicant must be 18 years or older and be authorized by Organization to sign contracts.**

OFFICE USE ONLY					
<b>ESTIMATED FEES</b>					
Application Fee: (nonrefundable) \$ _____					
Field	Hours	Rate/Hour	Extended		
_____	_____	_____	\$ _____		
_____	_____	_____	\$ _____		
_____	_____	_____	\$ _____		
_____	_____	_____	\$ _____		
Services	Hours	Rate/Hour	Extended		
Custodial	_____	_____	\$ _____		
Security	_____	_____	\$ _____		
Monitor	_____	_____	\$ _____		
Other	_____	_____	\$ _____		
<b>TOTAL ESTIMATED RENTAL</b>			<b>\$ _____</b>		
Estimate by: _____					
<b>CLASSIFICATION</b>					
<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D					
<input type="checkbox"/> Organized Sports - Youth <input type="checkbox"/> In-Kind Trade Eligible					
<b>RESERVATION INFORMATION</b>					
Date Confirmed Rsrv: _____					
Customer Number: _____					
SchoolDude / Event ID: _____					
All Required Documents Received and Current <input type="checkbox"/>					
<b>NOTES:</b>					
Included in this agreement are:					
Attachment A: Event Detail Report					
Attachment B: Facility Use Fees Report					
<b>District Representative Signature:</b> _____			<b>Date:</b> _____		

# 2023-24 SCHOOL YEAR - TERMS OF AGREEMENT

1. The **DISTRICT** agrees to provide the facilities, listed on page one of this form.
  - It is further agreed that said facilities will be in reasonable operating order.
  - Wireless access may be available. Without prior written authorization, guests may not use any form of wired network connection.
2. The **USER** agrees to:
  - Execute a written "Waiver of Liability and Hold Harmless Agreement" (District Form FAC-F049), related to communicable diseases, acknowledging that the **USER** understands the hazards of communicable diseases, and is familiar with, and will adhere to, the Oregon Health Authority ("OHA") guidelines, the Oregon Governor's executive orders and guidelines, county, and other applicable 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.
  - **USER** understands and accepts no weapons are allowed on **DISTRICT** Property. This prohibition includes firearms possessed by persons with concealed carry permits. Anyone with a concealed carry permit who comes on to school property with a firearm will not be afforded the affirmative defense found in ORS 166.370(3)(g) and may be prosecuted for unlawful possession of a firearm on school property.
  - 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 **USER**'s expense.
  - Any changes need to be made at least 5 working 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.