



2021-22 COVID-19 FACILITY RENTAL EVENT REQUEST

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

Authorized User: _____

Email address: _____

Phone: _____

Purpose/Use: _____

Rental Location: _____

Estimated Attendance: Youth _____

Adults _____

ROOM or FIELD

School(s) or Building _____

DATE OF USE

DAYS OF THE WEEK (Pick)

TIME OF USE

	Month/Day/Year	Month/Day/Year	Su	M	Tu	W	Th	F	Sa	Event Start Time	Event End Time
Start		End									
Start		End									
Start		End									

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 the back of this request.

Approved for Events per Attachment "A"

Signature _____
Authorized User Date

Signature _____
District Representative Date

Printed Name _____

Printed Name _____

Applicant must be 18 years or older to sign

OFFICE USE ONLY				
ESTIMATED FEES			CLASSIFICATION	
Application Fee: (nonrefundable)		\$ _____	A	B
Fields	Hours	Rate/Hour	OSY	C
		Extended	In -Kind Trade Eligible	
_____	_____	_____	RESERVATION INFORMATION	
_____	_____	\$ _____	Date Confirmed Rsrv: _____	
_____	_____	\$ _____	Customer Number(s): _____	
_____	_____	\$ _____	SchoolDude Number(s): _____	
_____	_____	\$ _____	Single Event	Recurring Event
Services	Hours	Rate/Hour	SET-UP:	
Custodial	_____	\$ _____	Chairs: _____ Tables: _____	
Security	_____	\$ _____	Other: _____	
Hostess	_____	\$ _____	NOTES: _____	
Monitor	_____	\$ _____	_____	
Other	_____	\$ _____	_____	
TOTAL ESTIMATED RENTAL		\$ _____	_____	
		Est. by: _____	_____	

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 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.