

Facility Rental Application

Please use this Application to submit your request to rent space at the The Salvation Army Ray & Joan Kroc Corps Community Center (RJKCCC).

Submission of this application does not guarantee rental of facility.

CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION

CONTACT NAME

TITLE

CELL PHONE

ALTERNATE PHONE

FAX NUMBER

EMAIL

CHECK IF CURRENT MEMBER OF THE KROC CENTER

ADDRESS

CITY

STATE

ZIP

EVENT INFORMATION

DAY(S)/DATE(S) REQUESTED (Please Note: Facility is not available for rental on Sundays)

NAME AND TYPE OF EVENT

ROOM(S) REQUESTED IF KNOWN

RENTAL START TIME

RENTAL END TIME

Rental times include set-up, tear-down and clean-up.

ESTIMATED ATTENDANCE

SPECIFIC AV NEEDS (LIGHTING, SOUND, ETC.)

PLEASE STATE PURPOSE AND DESCRIPTION OF YOUR EVENT

CATERING NEEDS

WILL YOUR USE OF THE FACILITY REQUIRE THE USE OF OUR FOOD SERVICE? YES NO

Please note: No outside catering is allowed unless otherwise permitted by the Director of Events and Food Service. Refer to Banquet Center Event Packages for menu selection and pricing.

LIABILITY INSURANCE

Facility users must either provide liability insurance of at least \$1,000,000 naming The Salvation Army as additional insured no later than 10 days prior to the scheduled start time or make other arrangements with the RJKCCC regarding liability coverage. Additional information about insurance options and requirements are available on request.

ACCESS POLICY

The RJKCCC is owned and operated by The Salvation Army. The Salvation Army reserves the right to grant access to its facilities to those groups or individuals whose activities are in harmony with the mission of The Salvation Army and appropriate for family participation.

SIGNATURE

DATE

SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

In keeping with the mission of The Salvation Army, The Ray and Joan Kroc Corps Community Center is committed to producing tangible outcomes that will change lives and rebuild souls of the youth, families and seniors of the Dayton, Ohio community.

STAFF USE: PRELIMINARY REVIEW

Date

- Approved Deferred
 Not Approved Noted
 Concept Approved

By _____

Please initial each section in the underlined area, indicating your agreement to comply with all statements therein.

I. PAYMENT

- A. Deposit:** A deposit is required to secure reservation. The deposit stated is due upon approval of your facility application and will be factored into the rental balance.
 - B. Rental Fee:** The rental fee is due in full at least two weeks before the date of use unless the Application is completed closer to the date of usage, in which case the fee will be due and payable during submission of the Contract. There may be a \$100.00 late fee if the payment is not made by this time.
 - C. Food & Beverage Late Fee:** All food and beverage orders must be confirmed at least two weeks before your scheduled event. Any orders that are made after the two week deadline may be subject to a \$35.00 convenience fee in addition to the increased food costs.
 - D. Cancellation/Refund:** If cancellation by either party is more than (30) days before the scheduled use of the facilities, the deposit and any payments made by the Renter will be returned to the Renter. If cancellation by the Renter occurs sooner than the (30) days, the deposit and any payments made by the Renter will be retained by The Salvation Army Ray & Joan Kroc Corps Community Center.
 - E. Returned Checks:** There will be a \$30.00 fee for any returned check, or any additional fees that may occur for insufficient funds.
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II. SET UP, CLEAN UP, CATERERS, DECORATIONS, RENTED EQUIPMENT

- A. Set-up:** Access to the facilities will be during the hours stated on the face of this application ONLY. A written schedule of the set-up must be completed in conjunction with the Banquet Director at least 2 weeks before the event so that the proper number of tables, chairs, etc. can be made available. The Salvation Army Ray & Joan Kroc Corps Community Center provides the following items for use: 8-foot long tables, 6-foot long tables, 60-inch round tables, chairs, standard plate ware and glassware, standard white linens, hurricane lamps and glass mirror centerpieces. Any additional needed items will be provided at the sole discretion of the Renter. The staff at The Salvation Army Ray & Joan Kroc Corps Community Center's sole responsibility is to supply the above listed items to the space being rented, along with trash cans and liners. The Salvation Army Ray & Joan Kroc Corps Community Center will not be held responsible for the moving, setting up or taking down of any equipment brought in by or for the Renter.
 - B. Clean-up:** The premises must be left in as good a condition and repair as found at the beginning of the rental period. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities AND NO LATER THAN THE EXIT TIME STATED ON THE FACE OF THIS CONTRACT, or the Renter will be charged an excess fee. Renter must immediately take care of any major spillage. If Renter is unable to remove spillage, The Salvation Army Ray & Joan Kroc Corps Community Center will have area professionally cleaned at Renter's expense.
 - C. Parking:** Parking is available at the main parking lot toward the front entrance of the community center. Any additional parking needs should be referred to the Banquet Director at least 1 week in advance with the number of required parking spaces.
 - D. Decorations:** Except with the prior written consent of the Banquet Director, Renter shall not (a) cause or permit the facilities to be injured, marred, or in any manner defaced or changed; (b) place any tape, nails, hooks, tacks, screws or other fasteners into any part of the facilities; (c) place or permit to be placed signs on painted walls in any part of the facilities. No decorations such as posters, pictures or banners are to be fastened to walls, woodwork or curtains inside or out. All open flame candles are to be covered by hurricane lamps or similar covering, with exception of unity candles for wedding ceremonies. All balloons must be fastened and there is no use of confetti allowed.
 - E. Rental Equipment:** All rented equipment and supplies must be delivered the day of the event during the hours specified on the face of this Contract and picked up on the same day of event, unless special arrangements have been made with the Banquet Director
 - F. Caterers:** NO OUTSIDE CATERING is permitted at The Ray & Joan Kroc Corps Community Center, unless given consent by the Banquet Director. Our facilities provide food services ranging from lunch/appetizer buffets to dinner buffets.
 - G. Equipment:** All rental equipment brought from an offsite vendor must be removed the day of the event. The Salvation Army Ray & Joan Kroc Corps Community Center is not responsible for any lost or stolen Renter's property or equipment rented for use by the Renter.
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III. FOOD, BEVERAGE AND PRODUCTS

- A. Alcohol:** The purchase, consumption and serving of alcohol is strictly PROHIBITED in all areas at The Salvation Army Ray & Joan Kroc Corps Community Center.

- B. Food and Beverages:** Food and beverages are only allowed in designated areas of property rental. No food or beverage is permitted in the Worship & Arts Sanctuary.
- C. Tobacco:** No smoking is permitted in any part of The Salvation Army Ray & Joan Kroc Corps Community Center property. This includes all parking lots.

IV. DAMAGE AND DESTRUCTION

- A. Damage:** If there are any damages to the facilities or artwork during the rental period, Renter shall pay for all necessary repairs. This includes any damage to the technical equipment, when operated by anyone other than those authorized by The Salvation Army Ray & Joan Kroc Corps Community Center.
- B. Destruction:** If The Salvation Army Ray & Joan Kroc Corps Community Center is destroyed or damaged by fire or any other cause or unforeseen occurrence that shall make the fulfillment of the Agreement impossible, then this Rental Contract shall be terminated, payments will be returned and Renter waives all rights to any claims against The Salvation Army Ray & Joan Kroc Corps Community Center.

V. FACILITY USE

- A. Compliance:** Renter agrees that any use of The Salvation Army Ray & Joan Kroc Corps Community Center facilities will comply with all statutes, ordinances, rules and regulations issued by Federal, State and municipal governments.
- B. Charges & Payments:** Renter agrees to pay all charges assessed as described in this contract and any charges that may accrue during the use of the facilities. If Renter occupies rental space beyond specified hours on application, the Renter will be charged \$50.00 per every half hour over the scheduled rental time.
- C. Hazardous Material:** Renter agrees not to bring on to the premises any material, substance, equipment or object which is likely to endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.
- D. Inclement Weather:** If Montgomery County is under a Level 2 Emergency, the Kroc Center campus will close. All offices & buildings will be closed, and all events will be cancelled for the rest of the day at sole discretion of the Kroc Center.

VI. RESPONSIBILITY AND INDEMNITY

- A. Conduct:** The conduct of all program participants and spectators while on The Salvation Army Ray & Joan Kroc Corps Community Center property shall be the responsibility of the Renter. This includes the music selection played by a DJ (sexually explicit, inappropriate language, etc.). Renter also accepts all responsibility for any injury to person(s) property, or loss of or damage to property or theft of personal property or artistic content on The Salvation Army Ray & Joan Kroc Corps Community Center premises during the rental period, or resulting therefrom. Failure by any individual or group to follow all applicable rules and regulations will be cause for eviction. The Salvation Army Ray & Joan Kroc Corps Community Center retains the right to evict objectionable persons from the premises. Repeated violations may result in denial of future reservation requests.
- B. Indemnity:** Renter shall release, indemnify, keep and save harmless, The Salvation Army Ray & Joan Kroc Corps Community Center, its agents, officers or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses, including reasonable attorney's fees.

VII. SECURITY

- C. Building Security:** The Salvation Army Ray & Joan Kroc Corps Community Center is not responsible for any valuable items left in the facilities. The Renter should take necessary precautions to protect valuable personal property.
- D. Building Safety:**
 - 1. Capacity.** The Renter will not sell or distribute tickets to events in excess of the seating capacity or admit a larger number of persons than can safely and freely move about in the rented areas. (See Facility Information for capacity of each space.)
 - 2. Exits.** No portion of any passageway or exit shall be blocked or obstructed in any manner and no exit door shall be locked, blocked or bolted while the facility is in use. All designated exits shall be maintained in such manner as to be visible at all times.