

APPLICATION FOR FACILITY RENTAL

FACILITIES EVENT COORDINATOR (FEC) - CORBAN UNIVERSITY

503.375.7031

Fax: 503.316.3361

fec@corban.edu

www.corban.edu/campuscare/rentals

5000 Deer Park Drive SE | Salem, OR 97317

Date Received: _____ Name of Group or Organization: _____

Description of Organization: _____

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

Contact Person: _____ Phone: _____

Fax _____ Email: _____ Cell Phone: _____

Nature of Activity: _____

Reference No. 1: Name: _____ Phone: _____

Reference No. 2 Name: _____ Phone: _____

VENUE NEEDED

- ___ 1. Psalm Cntr. Auditorium ___ 4. Oak Grove Amphitheater ___ 7. Jeffers Sports Cntr. (gym)
- ___ 2. Emitte Center Auditorium ___ 5. Residence Hall ___ 8. Library Conf. Room
- ___ 3. Manna Conference Room ___ 6. Meeting Classrooms ___ 9. Alumni House Conf. Room

AUDIO / VISUAL

- Computer
- Sound/light technician
(mandatory in Psalm Center)
- Provide own sound system
- Mics # _____

- VCR / Projector / TV
- Overhead
- Screen
- Lighting
- Other Equipment: _____

EVENT DATES & GROUP SIZE

_____ to _____,
20_____

Arrival Time _____

Depart Time _____

Estimated Attendance
Total _____

General Age
Group _____

BASIC DAY USE NEEDS

Meeting Rooms
Total Needed: _____

Capacities Required: _____

1 _____ / 2 _____

3 _____ / 4 _____

5 _____ / 6 _____

7 _____ / 8 _____

BASIC LODGING NEEDS

Number of Beds: _____
(linens are not provided)

Men _____

Women _____

Special Accommodations: _____

DINING NEEDS*

*ALL food events must be catered by ARAMARK.
Contact the ARAMARK Director: 503.375.7026

___ Dining Services (yes?)
Check Applicable Days:

- BREAKFAST:**
S M T W TH F SA
- LUNCH**
S M T W TH F SA
- DINNER**
S M T W TH F SA
- SNACK**
S M T W TH F SA

(See specific venue brochure for all other services).

ATHLETIC NEEDS

(See SportsPlex Form #4)

READ AND SIGN RENTAL REGULATIONS ON REVERSE SIDE

OFFICE USE ONLY

Approved Disapproved

Campus Care Rep. _____

Date _____

Comments _____

Post-stay Reference Evaluation:

FACILITY RENTAL REGULATIONS

1. **Insurance:** Before using the facility, the organization will be required to provide Corban University with a *Certificate of Liability Insurance* in the amount of \$1,000,000 issued by the organization's insurance carrier naming Corban University as an additional insured.
2. **Considerations:** Corban University is a private, independent Christian community. Guests are asked to uphold behavioral standards that exist for the betterment of the community: preserving a family atmosphere free of language inappropriate for a Christian community, immodest dress, disrespect for officials and rules that are in place. Alcoholic beverages and tobacco are prohibited anywhere on campus. Your cooperation is appreciated.
3. **Weddings:** Marriages performed on campus must have prior interview/approval from the Campus Pastor (503) 375-7171.
4. **Responsibility:** The organization's representative assumes responsibility for enforcement of the following regulations on all members and guests of the organization while they are on the University campus:
 - A. Keys may be provided to renter representatives as necessary. These keys will be the responsibility of the organization renting the facility, not individual users. A \$25 fee for individual keys, and a \$100 fee for general master keys will be assessed for unreturned keys.
 - B. Renter leadership is responsible to maintain reasonable quiet at all times, depending on facility, out of respect for other guests on campus. Renter leadership should inform participants that tobacco and alcoholic beverages are prohibited anywhere on campus. Persons violating these policies may be asked to leave the campus.
 - C. Pets are not allowed in campus buildings (except assist animals) and pet droppings on campus should be cleaned up by the pet owner.
5. **Cancellations:** Reservations cancelled within 14 days of event date will be subject to expended costs incurred for the event. Any questions regarding campus use or policies may be addressed to the FEC in writing.
6. **Limits:**
 - A. ARAMARK Dining Services has exclusive, contractual rights to all food service on campus. Food may not be brought in /served on campus.
 - B. Corban University venues may not be sub-let.
7. **Signature:** The undersigned agrees that the applicant will observe all regulations set forth by Corban University and will promptly pay the actual cost incurred when requested. Corban University shall be held harmless for any malfunction, injury, liability, or property damage incurred by person or persons using the University facilities. The applicant will make restitution for any damage arising from their use of the facilities. Corban University reserves the right to suspend usage until agreement terms are satisfactorily addressed and/or may exclude anyone from the campus.

Authorized Signature _____ Date _____