



# FACILITY RENTAL AGREEMENT/CONFIRMATION

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

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_

Date of Use \_\_\_\_\_ Purpose for Facility Use \_\_\_\_\_

Will Event Funds Be Solicited? Yes  No  Est. Attendance \_\_\_\_\_ Event Admission Fee \$ \_\_\_\_\_

Facility _____	Cost _____
Other Expense: _____	
<b>FOOD SERVICES:</b> (See limits below) Contact Campus Dining / ARAMARK, 503-375-7026 to arrange meals. All food services must be paid separately.	
<b>ESTIMATED TOTAL \$</b> _____ Note: A non-refundable prepayment of \$100 is required with this request.	

## 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 \_\_\_\_\_

## OFFICE USE ONLY

Advance payment received: \$ \_\_\_\_\_ Pmt. Method: \_\_\_\_\_ Payment Amount Remaining: \$ \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ NOTE: \_\_\_\_\_