

INFORMATION FOR FACILITIES USE**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

RENTAL FEES:**Classrooms and Conference Rooms**

\$50 event per day

Residence Hall Rooms

(per room, no bedding provided)

\$ 20/a night

(2 beds @ \$10 per person)

\$ 40 a night for suites

(4 beds @ \$10 per person)

SportsPlex

\$25-125 range (depending upon venue and event)

(See next column for additional charges under OTHER SERVICES AND COSTS)

Sports Center (gym)

\$250 one-day event or \$100 day for multiple days (whichever is more).
See next column for additional charges under "OTHER SERVICES AND COSTS."

Emitte Center (SC212)

\$100 event per day

plus any set-ups in this category

Psalm Performing Arts Center

\$300 event per day

See next column for additional charges under "OTHER SERVICES AND COSTS."

Oak Grove Amphitheater

\$50 event per day

See next column for additional charges under "OTHER SERVICES AND COSTS."

OTHER SERVICES AND COSTS

Game/contest/sports event setup	\$100
Jeffers Center Scoreboard Operator	\$10 hr. / \$35 day
Covering on the gym floor	\$375
Folding chairs and stage/risers in gym	\$375
Tables (up to five tables)	\$ 25
(for five to ten tables)	\$ 50
(full Psalm Center tables setup)	\$120
Sound System Operator	\$ 30/hour
Sports Medical Trainer	\$ 25/hr.
Facilities Staff	\$ 20/hour per person
RV Space Rental	\$ 6/night (Account #1-1341-122)

FEES: to cover on-site supervision.

Overtime for non-exempt parking staff 1.5x rate per hr.
(weekends/holidays. Overtime fees do not apply to Corban-sponsored activities).

FOOD: Aramark Dining Services should be contacted (503-375-7026) for any SEPARATE food arrangements and billing.

PAYMENT: One check may be written to Corban University, and obtain bill from ARAMARK for dining services.

CHILDREN: overnight guests under five are free if in same room as paying adult guest. Beds and mattresses may not be moved.

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 lost or unreturned keys.

FACILITY RENTAL REGULATIONS

- 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.
- 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.
- Weddings:** Marriages performed on campus must have prior interview/approval from Campus Pastor.
- Responsibility:** The organization's representative assumes responsibility for enforcement of regulations on all members and guests of the organization while they are on the University campus. 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. Pets are not allowed in campus buildings (except assist animals) and pet droppings on campus should be cleaned up by the pet owner.
- Cancellations:** Reservations cancelled within 14 days of event date will be subject to a fee for expenditures already made for event. Any questions regarding campus use or policies may be addressed to the FEC in writing.
- Limits:** ARAMARK Dining Services has exclusive, contractual rights to all food service on campus. Food may not be brought in /served on campus. Corban University venues may not be sub-let.
- Terms Agreement:** 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.