

SPORTSPLEX RENTAL AGREEMENT

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 _____ Date of Use _____

Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____

Authorized Representative _____ Phone _____

VENUE GUIDELINES / FEES

BASEBALL/SOFTBALL FIELDS:

- **Field Rates:** Hourly: \$25, Per Game: \$75, Daily: \$125
- **Scoreboard Use:** \$10 per game with Corban-approved operator (\$35 Daily Rate).
- **Long-term field use** negotiated/assessed by Facilities Event Coordinator in consultation with Dir. of Athletics.
- **Fields ready** 2 hours before game time. Users should refrain from being on fields or in dugouts earlier than field readiness time.
- **Field maintenance** is allowed by user only with prior permission of Dir. of Athletics and approved by the Director of Campus Care.
- **Batting practice** is to be confined to the outdoor batting cage. Never on the playing field.
- **No soft toss** against any of the field fencing.
- Parking in designated areas only. North hillside lot or south hillside lot.

SOCCER FIELDS:

- **Field Rates:** Hourly: \$25, Per Game: \$50, Day: \$100
- **Scoreboard use:** \$10 per game with Corban approved operator, (\$35 Daily Rate)
- **Fees for practices** negotiated by Facilities Event Coordinator in consultation with Dir. of Athletics.
- **Fields are ready** 2 hours before game time. Users should refrain from being on fields or in dugouts earlier than field readiness time.
- **Field maintenance** is allowed by user only with prior permission of Dir. of Athletics and approved by the Director of Campus Care.
- **Parking** is to be in designated areas only: north hillside lot or south hillside lot.

INTRAMURAL / PRACTICE FIELDS:

- **Field Rates:** per practice event: \$25, Daily: \$50
- **Scoreboard:** \$10 per game/with Corban-approved operator; (\$35 Daily Rate)
- **Fees/practices** negotiated by Facilities Event Coordinator in consultation with Dir. of Athletics
- **Fields ready** one hour before game time. Users should refrain from being on fields or in dugouts earlier than field readiness time.
- **Parking** is to be in designated areas only: north hillside lot, left field lot, south hillside lot.
- **User coaches/managers/supervisors** are responsible for the safety and actions of all participants and spectators.
- **Coaches/managers/supervisors** are responsible to see that all their participants and spectators abide by FEC **Form #3**, "Information for Facilities Use."

SPORTSPLEX EVENT COSTS

Facility Fee	Date	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Expense: _____

FOOD SERVICES: (note limits on back sheet)

Contact Director of Athletics, 503-589-8119
to arrange concessions.

ESTIMATED TOTAL \$ _____

Note: A non-refundable prepayment
of \$25 is required with this request.

OFFICE USE ONLY

Advance payment received: \$ _____ Pmt. Method _____ Date _____

Received by _____ NOTES: _____

SPORTSPLEX 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.
4. **Weddings:** Marriages performed on campus must have prior interview/approval from the Campus Pastor (503) 375-7171.
5. **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.
6. **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.
7. **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.
8. **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

Title

Date