

FACILITY RENTAL APPLICATION



CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION _____

CONTACT NAME _____ TITLE _____

CELL PHONE _____ ALTERNATE PHONE _____

EMAIL _____ ARE YOU A CURRENT MEMBER? YES NO

IF YES, MEMBER # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

RENTAL INFORMATION

DAY(S)/DATE(S) REQUESTED _____

TYPE OF EVENT _____

ROOM(S) REQUESTED IF KNOWN _____

WILL YOU BE SERVING FOOD AT YOUR EVENT? YES NO VENDOR _____

WILL YOU NEED AUDIO VISUAL SUPPORT? YES NO

TYPE OF AUDIO VISUAL SUPPORT NEEDED: PROJECTOR SCREEN MICROPHONE

AMPLIFIED SOUND LAPTOP OTHER _____

RENTAL START TIME _____ RENTAL END TIME _____

(RENTAL TIMES INCLUDE SET-UP, TEAR-DOWN AND CLEAN-UP.)

WILL YOU BE CHARGING ADMISSION? YES NO

IS THIS EVENT A FUNDRAISING EVENT? YES NO

ESTIMATED # OF ATTENDEES/PARTICIPANTS: _____

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.

USER TERMS & CONDITIONS

1. Food and Beverage: No outside food or beverage is to be brought into the center without prior permission from Ray and Joan Kroc Corps Community Center (RJKCCC). No food and beverage is to be brought onto pool deck at anytime.
2. Alcohol: Possession or consumption of alcoholic beverages is forbidden on the premises of RJKCCC. No exceptions.
3. Photo Release: I grant permission for the Kroc Center to take photographs and/or make visual recordings of all individuals present at the Kroc Center for this contracted event for its responsible use in marketing or promotion materials. The renter agrees that a minimal number of digital copies of the photos taken by other photographers at the event that highlight the visual appeal of the center will be supplied to the Kroc upon request.
4. As-is Condition: The renter agrees to accept this beautiful facility "as-is" with any real or perceived flaws, however, RJKCCC will not allow any renters to occupy a space it deems unsafe.
5. Security Deposit: The Renter agrees that while the premises are used by them, they will be responsible for any damage to the premises, its furniture, fixtures, instruments or other accoutrement caused by Renter or its Invitee(s). The Renter further agrees that they will pay for any damages arising out of this use of the premises. The Center may use the security deposit to pay for any damages to the facility caused by the Renter or his affiliates in their use of the facility.
6. Payment Schedule & Cancellation: A non-refundable deposit or approved purchase order is due upon signing this agreement. Deposits are applied to the balance owed. With the exception of purchase orders, your entire balance is due 10 business days (Monday-Friday) before your event. Events booked fewer than 5 business days in advance must be paid in full at the time of signing this agreement. When your event is canceled, The Kroc Center reserves the right to retain your deposit and any other payments that have been rendered.
7. The Kroc Center reserves the right to add any charges deemed necessary, including but not limited to additional staff, equipment, supplies, and set-up and break down fees in order to fulfill the rentals needs but payment for these services will be due immediately.
8. All facility regulations will be enforced by the Kroc Center staff on duty. Adults or supervising members of the reserving group are also asked to assist the Kroc Center staff in the enforcement of pool regulations and group behavior.
9. All swimmers must be in appropriate swim attire before they will be allowed into the pool.
10. A designated contact person must be in the pool area at all times during the rental and will take responsibility for the group.
11. In the case of a disturbance or safety issue please contact the Kroc Center staff on duty. Call 911 for all medical emergencies.
12. Only those activities approved in writing on the Rental Application may occur. The performance of unauthorized activities may result in the termination of the rental agreement.
13. Activities opened to the general public, collection of fees, advertising, sale of merchandise or food products are all prohibited without the consent of the RJKCCC
14. Termination of the Rental: In the event that the Renter violates a portion of this agreement, it is the right of The Salvation Army RJKCCC to terminate the rental, even during the event if the Center believes the violation merits such action. In this event, RJKCCC is no longer bound to this agreement or any portion thereof. RJKCCC at any time may ask unruly, violent or disrespectful guests with the Renter to vacate the property.
15. Organizations/individuals are required to clean-up after all events. All garbage must find its way to proper containers and tables/chairs should be placed back in the order/arrangement it was found in.
16. Organizations/Renters assume full responsibility for any damage to the facility and or equipment in the facility during the hours of the scheduled event caused by the Renter or its invitee(s)
17. Renter property must be removed from the facility at the time the facility is vacated.
18. Renters are expected to have space(s) cleaned-up and vacated upon the specified end time on the signed rental contract.
19. Management reserves the right to change or shorten pool hours due to inclement weather or pool maintenance.
20. All guests must leave the pool deck if there is thunder or lightning. The pool deck will remain clear for 30 minutes after the last lightning strike or thunder.
21. One day events will be rescheduled if there is persistent inclement weather on the day of your rental; the facility manager may request a reschedule date to be chosen no later than 2 hours prior to the canceled event/activity.
22. An ongoing rental occurring daily can be rescheduled due to inclement weather or pool maintenance upon approval by RJKCCC.
23. Renters will be responsible for removing all equipment and supplies that are brought to the facility for their own use.

In consideration of the privilege of using The Salvation Army's property at 1865 Harrison Ave, Camden, NJ 08105 we agree to assume the risk of any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of the said premises. Further, we agree to indemnify, hold harmless, assume liability for and defend The Salvation Army, its trustees, officers, members and agents from all costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which The Salvation Army, its trustees, officers, members and agents may pay or becomes obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of The Salvation Army or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Salvation Army.

I hereby certify that I have read and agree to the above conditions and that I have the authority to execute this agreement thus binding the person(s) identified above.

Printed Name of Primary Contact

Signature of Primary Contact

Date

Printed name of Salvation Army Witness

Signature of Salvation Army Witness

Date



Food Liability Release Policy

The Salvation Army Kroc Café is responsible for the oversight of all food and beverage service on campus. Catering refers to food and beverages provided for consumption at a group function or event.

On campus, an outside caterer or pre-packaged food and beverages may be served at events with an approved Food Liability Release Request (No homemade food of any kind is permitted). A signed and approved Food Liability Release Request releases The Salvation Army, its trustees, officers, members and agents from any and all liability associated with any food and beverage served at the approved event. **The caterer, donor or group organizing the event assumes full responsibility for equipment set-up, service, cleaning and adherence to food safety guidelines.**

FREQUENTLY ASKED QUESTIONS

When is a Food Liability Release Request required and Can I bring homemade foods?

- Any time there is a plan for food and beverage service to be provided by any source other than The Kroc Café Catering at an event on The Salvation Army Kroc Center property.
- Any food that has been prepared at home is expressly forbidden. Food served at your events must come and be prepared by a licensed place of business

Who should submit the Food Liability Release Request?

- The person responsible for organizing the event at which food service will be provided
- The form should be submitted to the Conferences and Events Supervisor either by dropping off the form at the front desk or by email @ NJ_Kroc_Events@use.salvationarmy.org

Is there a fee to bring in outside food?

- Yes, the fee will be based on how many people are expected to attend your event.

• Events under 50 people	• \$20
• 50-100 People	• \$40
• Events with over 100 people	• \$60

What needs to accompany the Food Liability Release Request when it is submitted?

- A menu or items for purchase and an estimate of cost from proposed vendor (i.e. outside caterer or vendor).

What happens after the Food Liability Release Request is submitted?

- The Salvation Army Kroc Center will review your request and the other required submissions.
- If a group is requesting an outside caterer and The Kroc Café can offer a similar service and price, a contact for Kroc Café Catering that can help with arrangements will be provided for review.
- Once processed, The Salvation Army Kroc Center will return a signed copy of the request via email to confirm the approval or denial with stated reason.



Food Liability Release Request

EVENT AND SPONSOR INFORMATION

Event Name: _____

Event Venue: _____

Number of people expected to attend _____

Date of Event: _____

Contact Name: _____

Time of Event: _____

Email Address: _____

Phone: _____

FOOD SERVICE INFORMATION

Type of Food/Beverage to be served: _____

Purchased from _____

Has The Kroc Café Catering been contacted to discuss your needs? Yes No

Please attach a copy of menu and/or estimate from vendor. (Receipt of goods should be submitted to the Conferences and Events Supervisor once the food/beverage has been purchased)

RELEASE OF LIABILITY

Sponsor, _____, hereby In consideration of the privilege of using The Salvation Army’s property at 1865 Harrison Ave, Camden, NJ 08105 we agree to assume the risk of any injuries, including death, that may be sustained by members of our organization or any person invited as part of our group in connection with the use of the said premises and from any and all liability related to the contents, preparation, and presentation of food, prepared or purchased for the above event. Further, we agree to indemnify, hold harmless, assume liability for and defend The Salvation Army, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney’s fees, reasonable investigative and discovery costs, court costs and any other sums which The Salvation Army, its trustees, officers, members and agents may pay or becomes obligated to pay for injury, including death, to persons or damage to property resulting from our use of said premises or from our actions or omissions and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of The Salvation Army or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Salvation Army from any and all liability

Sponsor Representative Signature

Date

*Please submit request no less than 14 days in advance for processing.
Submit completed forms to Conferences and Events Supervisor: NJ_Kroc_Events@use.salvationarmy.org*

OFFICIAL USE ONLY

Approved Denied Comments: _____

Dining Representative Signature

Date

FACILITY RENTAL SPACES

ROOM	CAPACITY	SQ. FT.	EVENT RATES	MINIMUM TIME
Single community room	seats 45	825	\$60 per hour	1 hour
Double community room	seats 90	1650	\$110 per hour	1 hour
Triple community room	seats 135	2475	\$135 per hour	2 hours
Chapel <i>No Food Allowed In Chapel</i>	seating up to 200	3100	\$160 per hour/ up to 5 hours 6-8 hours: \$960 Additional hours \$110/hr	M-F 2 hours Sat-Sun 3 hours
Black Box Theater	seating up to 160	2244	\$135 per hour/ Up to 6 hrs: \$810 flat rate	1 hour
Gymnasium	seating up to 220	11150	\$200 / hour full - peak hours* \$150 / hour half-peak hours* \$160 /hour full – off peak hours* \$90 / hour half – off peak hours*	M-F all 2 hours Sat-Sun 3 hours
Town Plaza	Seating up to 200	7580	\$260 per hour	1 hour
Soccer field			\$40 per hour	2 hours
Outdoor basketball	seating for 100		\$70 per hour for full/\$35 per hour for half	1 hour
Baseball field			\$40 per hour	2 hours
Competition pool	seating up to 150	9950	\$20 per hour/ per lane \$350/per hour	1 hour per lane 2 hours for pool
Water Park	200 limited deck space	11000	\$500/per hour	2 hours
Adult ministry room	limited	1420	\$85/per hour	1 hour
Teen ministry room	limited	1750	\$85/per hour	1 hour
Board room	limited		\$85/per hour	1 hour
Dance Studio	20	1000	\$50/per hour	1 hour
Library lounge	limited	1900	\$85/per hour	1 hour
Art room	Limited	900	\$60/per hour	1 hour
Computer room	Limited	790	\$85/per hour	1 hour

Outside Food Fee	Number of People Attending
\$20	Under 50 people
\$40	50-100 People
\$60	Over 100 people

- Capacity may vary depending upon layout
- Additional Setup or Tech Fees may apply
- 25% deposit required to book events
- The Ray and Joan Kroc Corps Community Center is a drug, alcohol, tobacco and weapon free campus
- Any outside food or beverage must adhere to the terms of the Outside Food Waiver (No homemade food is permitted at your event)

*Peak hours are Monday – Friday 4:30 PM – 9:00 PM, Saturday 1:00 PM -9:00 PM and Sunday 9:00 AM – 3:00 PM