



Facility Rental Application

Please use this Application to submit your request to rent space at the The Salvation Army Ray & Joan Kroc Corps Community Center (RJKCCC). A \$200 refundable Security Deposit may be required.

CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION			
CONTACT NAME		TITLE	
PHONE		ALTERNATE PHONE	
EMAIL		<input type="checkbox"/> CHECK IF CURRENT MEMBER OF THE KROC CENTER	
ADDRESS		CITY	STATE ZIP

EVENT INFORMATION

DAY(S)/DATE(S) REQUESTED		
TYPE OF EVENT <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE		
SPACE REQUESTED IF KNOWN		
RENTAL START TIME	RENTAL END TIME	<i>Rental times include set-up, tear-down and clean-up.</i>
ESTIMATED ATTENDANCE		
WILL YOUR ORGANIZATION BE REQUIRING FOOD AND/OR BEVERAGE SERVICE AT YOUR EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
PLEASE STATE PURPOSE AND DESCRIPTION OF YOUR EVENT		

LIABILITY INSURANCE

FACILITY USERS MAY BE REQUIRED TO PROVIDE LIABILITY INSURANCE OF AT LEAST \$1,000,000.00 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.

IN KEEPING WITH THE MISSION OF THE SALVATION ARMY, THE RAY AND JOAN KROC CORPS COMMUNITY CENTER IS COMMITTED TO PRODUCING TANGIBLE OUTCOMES THAT WILL CHANGE LIVES AND REBUILD SOULS OF THE YOUTH, FAMILIES AND SENIORS OF THE UPSTATE SOUTH CAROLINA REGION.

THE SALVATION ARMY RAY & JOAN KROC CORPS COMMUNITY CENTER GREENVILLE	
DATE _____	
<input type="checkbox"/> PRESENTED FOR INTERNAL REVIEW _____	
<input type="checkbox"/> RECOMMENDED TO DHQ _____	
<input type="checkbox"/> OTHER _____	
BY _____	

THE SALVATION ARMY GREENVILLE PRELIMINARY REVIEW	
DATE _____	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DEFERRED
<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> NOTED
<input type="checkbox"/> CONCEPT APPROVED	<input type="checkbox"/> DEPOSIT \$ _____
BY _____	

General Rental Guidelines

Based on the most frequently asked questions, we'd like to advise interested clients of the following. All policies and requirements would be reviewed with any client prior to signing a contract.

- The Kroc Center is an **alcohol free** and **tobacco free** facility. There are no exceptions.
- All catering must be provided by the Kroc Center Catering Department, with the exception of baked items such as cakes and pies that are provided by a licensed bakery.

Payment Policies & Schedule

To reserve a date, please return the Facility Rental Application along with \$200.00 refundable deposit to hold your date. After your event is on our calendar and the planning process has begun, your Event Manager will set up a payment plan based on the size of your event. Any cancellation less than 30 days prior to the event, or failure to meet payment schedule will result in loss of all funds paid to date (including the refundable security deposit) and the right to use the rented space. Any over payments and deposits will be refunded back to you within 30 days of the event.

Cleaning/Trash Removal

The Ray and Joan Kroc Corps Community Center (RJKCC) will provide janitorial service during normal operating hours in halls, restrooms, and other public places. The RJKCC will also provide limited trash removal during any scheduled event should the facilities manager deem it necessary.

Decorations

No decorations may be fastened to walls, doors, or drapes and nothing may be suspended from the ceiling without prior written permission from RJKCC management. No tape, tacks, nails, etc. may be used on any walls, windows, floors, furniture or doors. No cables, cords, wires etc. are to be in the way of guests. The use of helium balloons is strongly discouraged.

All equipment, flowers, etc. must be brought in the day of the event within an arranged time frame.

Rice, birdseed, glitter, confetti, liquid string, spray paint, spray snow, real rose petals, etc. may not be used in the building.

Only chase candles can be used in candelabras stands; Enclosed votive candles may be used as table centerpieces; No other real flame candles are allowed.

Parking

The RJKCC's staff can assist you with any of your parking needs. If your event will have a guest count of 100 or more, we require parking personnel on-site. Vehicles arriving on RJKCC property will be directed by signs and parking personnel to their intended parking location. Signs and personnel will also direct attendees from their parking location to the Kroc Center. Should an event's attendance exceed 200 vehicles, one or more shuttles may be required to facilitate the movement of attendees from their parking location to the Kroc Center.

Insurance

Clients of the RJKCC must have insurance coverage naming the Ray and Joan Kroc Corps Community Center as additional insured in effect during the entire contract period, including move-in, event days, and move-out. Details concerning coverage are specified in the contract agreement.

Thank you for your interest in hosting your event here at the Kroc Center. This packet is intended to offer basic information to help you decide if we're a good fit for your event. Feel free to contact us to schedule a tour and preliminary consultation at Geoffrey.Schneider@uss.salvationarmy.org.

Geoffrey Schneider
Events Manager