

# FACILITY RENTAL REQUEST

[www.omahakroc.org](http://www.omahakroc.org)



To uphold the Kroc Center's Mission, all event requests will be reviewed and approved based on the proposed activity or type of event at the discretion of The Salvation Army Ray and Joan Kroc Corps Community Center. Please complete this Rental Request for approval to rent space at the Kroc Center.

Today's Date \_\_\_\_\_

Responsible Party/ Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone: Day \_\_\_\_\_ Cell \_\_\_\_\_ Alternate \_\_\_\_\_

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

Email \_\_\_\_\_ Kroc Center Member Yes No

Organization's Mission \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Event Day(s) & Date(s) Requested \_\_\_\_\_

Time(s) Requested \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ (include set-up/tear down)

Kroc Center Location(s) Requested \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Description of Event and Program Content \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will Food & Beverage Catering be Needed? Yes No If Yes, List Type \_\_\_\_\_

Special Requests \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All rental groups must sign a Hold Harmless Agreement in which the rental group assumes the risk of injury to all persons who are on the Kroc Center property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises or provide a certificate of insurance naming The Salvation Army Ray and Joan Kroc Corps Community Center and its respective officers, directors, employees and agents as additional insured's.