

Facility Rental Request

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.

CONTACT INFORMATION

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 DETAILS

EVENTS DAY(S) & DATE(S) REQUESTED _____

START TIME _____ END TIME _____ (Include Set up / Tear Down)

KROC CENTER LOCATION(S) / ROOM(S) REQUESTED _____

ESTIMATED ATTENDANCE _____

DESCRIPTION OF EVENT(S) & PROGRAM CONTENT _____

WILL FOOD & BEVERAGE CATERING BE NEEDED? YES NO (No outside food or beverages are allowed.)
 IF YES: BREAKFAST LUNCH DINNER SNACKS BEVERAGES HORS D'OEUVRES

WILL YOU NEED AUDIO AND VISUAL EQUIPMENT? YES NO

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.

Contact Us • rachael_white@usc.salvationarmy.org • 2825 'Y' Street • Omaha, NE 68107 • 402-905-3500 • www.omahakroc.org

For office use only: Approved Signature _____ Date _____