



THE SALVATION ARMY RAY & JOAN KROC CORPS COMMUNITY CENTER IS A GATHERING PLACE PROVIDING OPPORTUNITIES TO BUILD CHARACTER, CONFIDENCE, CAPACITY, AND HOPE IN A SAFE CHRISTIAN CARING ENVIRONMENT.

FACILITY RENTAL APPLICATION

Today's Date _____

Use this form to submit requests to rent space at The Salvation Army Ray & Joan Kroc Center.

Contact Information

Name of Group/ Organization _____

Contact Name _____ Title _____

Organization Address _____

Street _____ City _____ State _____ Zip Code _____

Main Phone: _____ Alternate Phone: _____

Email: _____

Event Information

Day(s)/ Date(s) Requested _____

Type of Event _____ Estimated Attendance _____

Purpose and Description of Event: _____

Rental Start Time* _____ Rental End Time* _____

**Rental times include setup, tear down, and clean up.*

Will your group/ organization be serving food and/or beverages at your event? Yes No

If serving food and/or beverages, what kind? _____

AV Flat Fee for Chapel: \$125.00 Yes No AV Flat Fee, Other Rooms: \$50.00 Yes No

Note that all rentals require a refundable security deposit of \$50.00 to reserve space.

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 of make other arrangements with The Salvation Army Kroc Center regarding liability coverage. Additional information about insurance options and requirements are available upon request.

Access Policy

The Salvation Army Kroc Center is owned and operated by The Salvation Army. The Salvation Army reserves the right to grant access to its facilities to those groups and/or individuals whose activities are in harmony with the mission of The Salvation Army (see below) and appropriate for family participation.

Signature _____

Date _____

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.

The Salvation Army Ray & Joan Kroc Corps Community Center is a gathering place providing opportunities to build character, confidence, capacity and hope in a safe Christian caring environment.

OFFICE USE ONLY

Confirmed Event Date: _____

Confirmed Event Time: _____

Confirmed Event Room(s): _____

Total Rental Fee: _____

Payment Received: _____

Type of Payment: _____

Date of Initial Payment: _____

Received By: _____

Rental Conditions

- The Salvation Army is not responsible for loss of or damage to any equipment, supplies, or property belonging to the renter or event attendees.
- Organizations/ Individuals are required to clean up after all events and leave rental spaces in good order. All garbage must find its way to the proper receptacles and tables/ chairs should be placed back into the original order/ arrangement they were found in.
- Organizations/ Renters assume full responsibility for any damage that may occur to the facility and/or facility-owned equipment during the hours of the rental event.
- All property belonging to the renter must be removed from the facility at the time the rental space is vacated.
- Renters are expected to vacate the rental space by the time specified in this contract. **Renters will be charged \$25.00 per every additional fifteen (15) minutes that the rental client occupies the rental space after the booked end time.**
- Alcohol, smoking, and drug use is prohibited on Salvation Army property.
- **No refunds will be given unless the event is cancelled by The Salvation Army Kroc Center. If the rental client cancels the event seven (7) or more days prior to the rental date, they will receive credit towards a future rental, minus a \$25.00 booking fee.**
- **Cancellations made by the rental client less than seven (7) days prior to the event date are not eligible for refunds or credits.**
- Refunds, when given, will be in the form of a check made out to the rental client.

Client Initials: X_____

Date: X_____

Disclaimer

The Salvation Army Kroc Center is not liable for any foodborne illnesses related to external food brought in by outside groups. Any outside food MUST be approved by the Special Events department.

In consideration of the privilege of using The Salvation Army’s property at 650 Dudley Street, Dorchester, MA 02125, we agree to assume the risk of any injuries, including death, that may be sustained by members of our party/ organization or any person invited as part of our group in connection with the use of 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: attorney’s fees, reasonable investigative and discovery costs, court costs, and 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 organization identified above.

Printed Name of Primary Contact *Signature of Primary Contact* *Date*

Printed Name of Salvation Army Witness *Signature of Salvation Army Witness* *Date*