

# 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).

## CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION

CONTACT NAME

TITLE

ADDRESS

CITY

STATE

ZIP

CELL PHONE

ALTERNATE PHONE

EMAIL

CHECK IF CURRENT MEMBER OF THE KROC CENTER

## EVENT INFORMATION

DAY(S)/DATE(S) REQUESTED

TYPE OF EVENT

NUMBER OF ATTENDEES

ROOM(S) REQUESTED IF KNOWN

ACTUAL EVENT TIME

RENTAL START TIME

RENTAL END TIME

*Rental times include set-up, tear-down and clean-up.*

WILL YOUR ORGANIZATION BE SERVING FOOD AND/OR BEVERAGES AT YOUR EVENT?

YES

NO

IS YOUR EVENT OPEN TO THE PUBLIC?

YES

NO

PLEASE STATE PURPOSE AND DESCRIPTION OF YOUR EVENT

## 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**

THE SALVATION ARMY RAY & JOAN KROC CORPS  
COMMUNITY CENTER EXECUTIVE STAFF MEETING

Date

Recommended to DHQ \_\_\_\_\_

Other \_\_\_\_\_

By \_\_\_\_\_

## 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 five-county North Idaho region.

THE SALVATION ARMY NW CFC PRELIMINARY REVIEW