

INFORMATION FOR FACILITIES USE

CORBAN UNIVERSITY CAMPUS CARE OFFICE

503.375.7031

Fax: 503.316.3361

campuscare@corban.edu

www.corban.edu/campuscare/rentals

5000 Deer Park Drive SE | Salem, OR 97317

ROOM/ FACILITY FEES:

Classrooms and Conference Rooms

\$50 Event per Day

Residence Hall Rooms

(per room, no bedding provided)

\$ 20/a night

(2 beds @ \$10 per person)

\$ 40 a night for suites

(4 beds @ \$10 per person)

SportsPlex

\$25-125 range (depending upon venue and event)

(See additional charges under other Services & Costs)

Sports Center (gym)

\$100 day or \$250 event minimum

(whichever is more)

(See additional charges under other Services & Costs)

Emitte Center (SC212)

\$100 Event per Day

plus any set ups in this category

Psalm Center

\$300 Event per Day

(See additional charges under other Services & Costs)

Oak Grove Amphitheater

\$50 Event per Day

(See additional charges under "Other Services & Costs")

OTHER SERVICES AND COSTS

Game/contest/sports event setup	\$200
Carpeting on the gym floor	\$375
Folding chairs and stage/risers in gym	\$375
Tables (up to five tables)	\$ 25
(for more than five)	\$100
Sound System Operator	\$30/hour
Facilities Staff	\$20/hour per person
RV Space Rental	\$6/night (Account #1-1341-122)

FEES include on-site supervision.

Fees above do not apply to college sponsored activities.

ARAMARK Dining Services should be contacted (503-375-7026) for any food arrangements and SEPARATE billing.**PAYMENT:** One check may be written to Corban University, and obtain bill from ARAMARK for dining services.

Children under 5 are free if in same room. Beds and mattresses may not be moved.

KEYS: may be provided to renter representatives as necessary. These keys will be the responsibility of the organization renting the facility, not individual users. A \$25 fee for individual keys, and a \$100 fee for general master keys will be assessed for unreturned keys.

FACILITY RENTAL REGULATIONS

- Insurance:** Before using the facility, the organization may be required to provide Corban University with a *Certificate of Liability Insurance* in the amount of \$1,000,000 issued by the organization's insurance carrier naming Corban University as an additional insured.
- Considerations:** Corban University is a private, independent Christian community. Guests are asked to uphold behavioral standards that exist for the betterment of the community. Guests are asked to cooperate in preserving a family atmosphere, free of language inappropriate for a Christian community, immodest dress, disrespect for officials and rules that are in place. Alcoholic beverages and tobacco are prohibited anywhere on campus. Your cooperation is appreciated.
- Weddings:** Marriages performed on campus must have prior interview/approval from Campus Pastor.
- Responsibility:** The organization's representative assumes responsibility for enforcement of regulations on all members and guests of the organization while they are on the University campus. Renter leadership is responsible to maintain reasonable quiet at all times, depending on facility, out of respect for other guests on campus. Renter leadership should inform participants that tobacco and alcoholic beverages are prohibited anywhere on campus. Persons violating these policies may be asked to leave the campus. Pets are not allowed in campus buildings (except assist animals) and pet droppings on campus should be cleaned up by the pet owner.
- Cancellations:** Reservations cancelled within 14 days of event date will be subject to a fee equaling 50% of the estimated charge. Any questions regarding campus use or policies may be addressed to Campus Care in writing.
- Limits:** ARAMARK Dining Services has exclusive, contractual rights to all food service on campus. Food may not be brought in /served on campus. Corban University venues may not be sub-let.
- Terms Agreement:** Applicant will observe all regulations set forth by Corban University and will promptly pay the actual cost incurred when requested. Corban University shall be held harmless for any malfunction, injury, liability, or property damage incurred by person or persons using the University facilities. The applicant will make restitution for any damage arising from their use of the facilities. Corban University reserves the right to suspend usage until agreement terms are satisfactorily addressed and/or may exclude anyone from the campus.