

# C.E. JEFFERS SPORTS CENTER

## RENTAL AGREEMENT

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

Name of Organization \_\_\_\_\_ Date of Use \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Authorized Representative \_\_\_\_\_ Phone \_\_\_\_\_

### VENUE GUIDELINES / FEES

#### BASEBALL/SOFTBALL FIELDS:

- Field Rates: Hourly: \$25, Per Game: \$75, Daily: \$125
- Scoreboard Use: \$10 per game with Corban approved operator, (\$35 Daily Rate)
- Fees/practices negotiated by field coordinator
- 50% of fee due for cancellations within 14 days of event; 75% refund for rainouts.
- Fields ready 2 hours before game time. Users not to be on fields or in dugouts earlier than field readiness time.
- Field maintenance done by user is only with prior permission of Corban field supervisor or coordinator.
- Batting practice is to be confined to the outdoor batting cage. Never on the playing field.
- No soft toss against any of the field fencing.
- Parking is to be in designated areas. North hillside lot or South hillside lot.

#### SOCCER FIELDS:

- Field Fees: Hourly: \$25, Per Game: \$50, Daily: \$100
- Scoreboard Use: \$10 per game with Corban approved operator, (\$35 Daily Rate)
- Fees/practices negotiated by field coordinator
- 50% of fee due for cancellations within 14 days of event.
- Fields ready two hours before game time. Users not to be on fields earlier than field readiness time.
- Between double-header field maintenance done by Corban University field supervisor.
- Field maintenance done by user is only with prior permission of Corban field supervisor or coordinator.
- Parking is to be in designated areas. North hillside lot or South hillside lot.

#### INTRAMURAL / PRACTICE FIELDS:

- Field Rates: per practice event: \$25, Daily: \$50
- Scoreboard Use: \$10 per game/with Corban approved operator, (\$35 Daily Rate)
- Fees/practices negotiated by field coordinator
- 50% of fee due for cancellations within 14 days of event; 75% refund for rainouts.
- Fields ready one hour before game time. Users not to be on fields or in dugouts earlier than field readiness time.
- Parking is to be in designated areas. North hillside lot, Left field lot, South hillside lot.
- User coaches/managers/supervisors are responsible for the safety and actions of all participants and spectators.
- Coaches/managers/supervisors are responsible to see that all their participants and spectators abide by the User Responsibilities/Expectations.

### YOUR SPORTSPLEX EVENT COSTS

Facility Fee	Date	Cost
_____	_____	_____
Other Expense:	_____	_____
_____	_____	_____

#### FOOD SERVICES: (note limits below)

Contact Campus Dining (ARAMARK, 503.375.7026) to arrange concessions. All food services must be paid separately.

ESTIMATED TOTAL \$ \_\_\_\_\_

Note: A non-refundable prepayment of \$25 is required with this request.

### SPORTSPLEX RENTAL REGULATIONS

- Insurance:** Before using the facility, the organization will 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 College 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.
- Responsibility:** The organization's representative assumes responsibility for enforcement of the following regulations on all members and guests of the organization while they are on the College campus:
  - 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.
  - 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.
- 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 on campus for the purpose of service to an event without special request and permission from ARAMARK.
  - Corban University venues may not be sub-let.
- Signature:** The undersigned agrees that the applicant will observe all regulations set forth by Corban University and will promptly pay the actual cost incurred. 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.

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Advance payment received: \$ \_\_\_\_\_ Pmt. Method \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ NOTES: \_\_\_\_\_