

Facility Rental Regulations

1. **Insurance:** Before using a Corban University Facility, the organization will be required to provide Corban 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.
2. **Doctrinal Restrictions and Consideration:** The University's Campus may be used only for purposes and in ways consistent with the University's doctrinal beliefs as reflected in the Bible, the Statement of Faith listed in its Bylaws, and its conduct standards for its students and employees. The University's Board of Trustees shall be the final decision-maker regarding whether any use is in conformity with, or contrary to, the University's religious doctrine, particularly with respect to sexual activity standards and the consumption of alcoholic beverages and products containing marijuana or tobacco. Guests are asked to uphold behavioral standards that exist for the betterment of the community and that create a friendly and inviting environment that is free from inappropriate language, immodest dress and disrespect for officials and rules that are in place.
3. **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 university's 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 \$50 fee for individual keys and a \$200 fee for general master keys will be assessed for unreturned keys.
 - » Renter leadership is responsible to maintain reasonably quiet at all times, depending on facility, out of respect for other guests on campus. Renter leadership should inform participants that tobacco, marijuana and alcoholic beverages are prohibited anywhere on campus. Persons violating these policies may be asked to leave campus. Renter is responsible for all repair/replacement costs, fees, for incidental and/or consequential damages to any and all Corban University property, facilities, grounds, equipment they are renting.
 - » Renter leadership is responsible for the respect of Corban facilities and equipment. If any damages occur an additional fee will be reflected on the final rental invoice.
 - » Pets are not allowed in campus buildings (except assist animals) and pet droppings on campus should be cleaned up by the pet owner.
4. **Cancellations:** Reservations canceled within 14 days of event date will be subject to expended costs incurred for the event. Any questions regarding campus use or policies may be addressed to the Administrative Assistant for Events in writing.
5. **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.
6. **Signature:** The undersigned agrees that the 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 damages 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.

Signature

Date