



# KROC MS GULF COAST

## RENTAL GUIDELINES

- 1. Furniture:** The Renter agrees to obtain the permission of The Army before moving any fixture or articles of furniture provided by The Army. Furniture that is present in the room rented may be utilized by the renting party.
- 2. Parking:** Vehicles must be parked in designated parking areas only. No vehicle should be on grass.
- 3. Decorations:** Items cannot be taped, pinned, stapled, nailed or glued to the walls of RJKCCC. Please ask for assistance with anything that needs to be hung. Although clients are responsible for providing their own decorations, nothing can be used that would damage the walls, carpet, or any other property of the Kroc Center.
- 4. Food and Beverage:** All catering must be provided by the Kroc Center Catering Department, with the exception of specialty cakes. No outside food or beverage is to be brought into the center.
- 5. Alcohol:** Possession or consumption of alcoholic beverages is forbidden on the premises of RJKCCC. No exceptions.
- 6. Photo Release:** I grant permission for the Kroc Center to take photographs and/or make visual recordings of all individuals present at the Kroc Center for this contracted event for its responsible use in marketing or promotion materials. The renter agrees that a minimal number of digital copies of the photos taken by other photographers at the event that highlight the visual appeal of the center will be supplied to the Kroc upon request.
- 7. As-is Condition:** The renter agrees to accept this beautiful facility "as-is" with any real or perceived flaws, however, RJKCCC will not allow any renters to occupy a space it deems unsafe.
- 8. Security Deposit:** The Renter agrees that while the premises are used by them, they will be responsible for any damage to the premises, its furniture, fixtures, instruments or other accoutrement for any cause whatsoever. The Renter further agrees that they will pay for any damages arising out of this use of the premises. Two weeks before the rental, a \$50.00 refundable security deposit will be due. The Center may use the security deposit to pay for any damages to the facility caused by the Renter or his affiliates in their use of the facility. Note that the Renter will be required to pay for the full cost of the repair if the cost of the repair exceeds \$50.00.
- 9. Payment Schedule:** With the signing and acceptance of this rental agreement by both parties, a non-refundable payment in the amount of 50% of the venue rental fee or \$200.00, whichever is greater, will be due to hold the dates. This money is then applied to the Renter's balance. (For example, if the Kennedy Wedding's venue fee is \$785.00 {\$85.00 Chapel Rental + \$550.00 Fellowship Hall Rental + mandatory \$150 Venue Set up and Clean up Fee}, then they must pay \$393.50 to hold their date. The Renter only has a remainder of \$393.50 to pay, besides the refundable \$50.00 security deposit due two weeks prior to their first meeting). The final payment which will bring the Renter's balance to \$0.00 must be paid two weeks prior to the event.
- 10. Cancellation:** If the Renter cancels this rental agreement at any time, he/she forfeits the deposit made at the execution of the rental agreement and any other monies paid until the date of cancellation. This may include the security deposit and/or any advance payments and/or the final payment. However, RJKCCC may work with the renter to reschedule the date if the event coordinator believes this to be appropriate, and there will be no fees to reschedule.
- 11. Termination of the Rental:** In the event that the Renter violates a portion of this agreement, it is the right of the Salvation Army RJKCCC to terminate the rental, even during the event if the Center believes the violation merits such action. In this event, RJKCCC is no longer bound to this agreement or any portion thereof. RJKCC at any time may ask unruly, violent or disrespectful guests with the Renter to vacate the property.



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## **FREQUENTLY ASKED QUESTIONS**

### ***How do I get started?***

Contact us at 228-207-2761. If you are looking to book a birthday party, member services staff will assist you. For all other bookings, ask to speak with Dina Garbin, Special Events Coordinator.

### ***What is the Event Approval procedure?***

Certain events may require special approval. The Event Coordinator will inform you during the initial consultation if your event will need special approval. In all situations, an event is reserved when the event coordinator receives your signed contract and deposit, which is 50% of the venue fee.

### ***Can I just do a small group activity?***

Absolutely. Our small meeting rooms are comfortable for groups of five to fifteen.

### ***Can I bring my own food for my event?***

We do not permit outside food and beverages to be served at the Center. However, our catering department provides excellent food and our prices are very affordable. Try our catering and you won't be disappointed.

### ***Do you have another question to ask?***

***Please contact our event services department at 228-207-2761 or email [dina.garbin@uss.salvationarmy.org](mailto:dina.garbin@uss.salvationarmy.org).***