



# RENTAL REQUEST

To uphold The Kroc Center’s Mission, all event requests will be reviewed and approved based on the proposed event content at the discretion of The Salvation Army Kroc Center. Please complete this Rental Request for approval to rent space at The Kroc Center. Submission of this request does NOT guarantee facility rental. **Please note that no balloons, alcohol, tobacco, or outside food/beverage items are allowed on premises.**

The Kroc Center is open for events during the following hours (including time for set up and breakdown):  
M – F (6:00am – 8:30pm) | Sat (8:30am – 7:30pm) | Sun (1:30pm – 6:30pm)

## CONTACT INFORMATION

NAME OF ORGANIZATION/EVENT \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_

IS ORGANIZATION A NON-PROFIT?  YES  NO (IF YES, PLEASE EMAIL A COPY OF 501c3)

WEBSITE/SOCIAL MEDIA \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TITLE \_\_\_\_\_

KROC CENTER MEMBER  YES  NO

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

## EVENT DETAILS

EVENTS DATE(S) REQUESTED \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_

RENTAL START TIME \_\_\_\_\_ RENTAL END TIME \_\_\_\_\_

EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

EVENT DESCRIPTION & PROGRAM CONTENT \_\_\_\_\_

\_\_\_\_\_

WILL FOOD & BEVERAGE CATERING BE NEEDED?  YES  NO  
PLEASE SEE CATERING MENU FOR STANDARD OPTIONS.

GENERAL MENU COMMENTS: \_\_\_\_\_

\_\_\_\_\_

## OTHER

WILL ADMISSION BE CHARGED?  YES  NO WILL MERCHANDISE BE SOLD?  YES  NO

IF ADDITIONAL AUDIO VISUAL EQUIPMENT IS NEEDED, PLEASE COMPLETE A/V REQUEST FORM

SPECIAL REQUESTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about Events@Kroc?

Brochure/Program Guide  Internet/Website  Friend  Networking Event  Other \_\_\_\_\_

## REQUESTED SPACE/SET-UP

PLEASE SEE RATES & CAPACITIES SHEET FOR DETAILS ON EACH SPACE. SELECT ALL THAT APPLY

### ROOMS

- \_\_\_ HRCF BANQUET ROOM
- \_\_\_ HRCF 1
- \_\_\_ HRCF 2
- \_\_\_ HRCF 3
- \_\_\_ CLASSROOM 1
- \_\_\_ CLASSROOM 2
- \_\_\_ THEATER
- \_\_\_ DRESSING & GREEN ROOMS
- \_\_\_ GYMNASIUM
- \_\_\_ AQUATICS CENTER (Pool)
- \_\_\_ CELEBRATION ROOM
- \_\_\_ CONFERENCE ROOM

### SET-UP

- \_\_\_ THEATRE STYLE
- \_\_\_ CLASSROOM STYLE
- \_\_\_ BANQUET STYLE (Rounds of 8)
- \_\_\_ OTHER \_\_\_\_\_