Facility Rental Application

RAY & JOAN KROC CENTER
COEUR D'ALENE, ID

Please use this Application to submit your request to rent space at the The Salvation Army Ray & Joan Kroc Corps Community Center.

CONTACT INFORMATION *PLEASE PRINT LEGIBLY*

NAME OF GROUP/ORGANIZATION

CONTACT NAME | TITLE

ADDRESS | CITY | STATE | ZIP

CELL PHONE | ALTERNATE PHONE

EMAIL

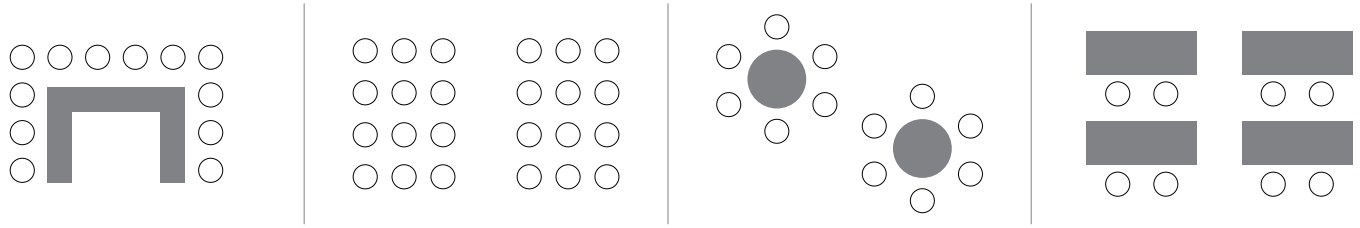
EVENT INFORMATION

DAY(S)/DATE(S) REQUESTED

TYPE OF EVENT/SHOW NAME | NUMBER OF ATTENDEES

KROC THEATRE ○ COMMUNITY ROOMS ○ AMPHITHEATRE ○

SETUP: RIVER/U-SHAPE ○ RIVER/THEATRE ○ OSPREY/BANQUET ○ CEDAR/CLASSROOM ○



RENTAL START TIME | ACTUAL EVENT TIME | RENTAL END TIME | *Rental times must include set-up, tear-down and clean-up time.*

EXTERNAL FOOD FOR YOUR EVENT? ○ YES ○ NO *$75 fee per room for external food brought in.*

IS YOUR EVENT OPEN TO THE PUBLIC? ○ YES ○ NO

IF YOUR EVENT IS OPEN TO THE PUBLIC PLEASE CONTINUE TO PAGE 2

ACCESS POLICY

The Coeur d'Alene Kroc Center is owned and operated by The Salvation Army. The Salvation Army reserves the right to grant access to its facilities to those groups or individuals whose activities are in harmony with the mission of The Salvation Army and appropriate for family participation.

A deposit of 10% ($250 minimum) is required to reserve space at the Kroc Center.

SIGNATURE **DATE**

SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

In keeping with the mission of The Salvation Army, The Ray and Joan Kroc Corps Community Center is committed to producing tangible outcomes that will change lives and rebuild souls of the youth, families and seniors of the five-county North Idaho region. Events are approved based on availability, contract agreement, and payment. The Salvation Army reserves the right to deny any event that they deem in conflict with the values or beliefs of The Salvation Army. Liability insurance may be required.

FOR INTERNAL USE ONLY

THE SALVATION ARMY RAY & JOAN KROC CORPS COMMUNITY CENTER EXECUTIVE STAFF MEETING

Date

Signature

☐ RMS ☐ Asana ☐ Calendar

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RAY & JOAN KROC CENTER
COEUR D'ALENE, ID

EVENT NAME

EVENT DATE(S)

EVENT START TIME

TICKET PRICE(S)

DATE TICKETS GO ON SALE

TICKETS TO HOLD (NOT FOR SALE)

RESERVED OR GENERAL SEATING

WEBSITE URL FOR PUBLIC/URL TO PURCHASE TICKETS

PHONE NUMBER TO PURCHASE TICKETS OR GET INFORMATION ABOUT THE EVENT

EVENT DESCRIPTION FOR KROC CALENDAR WEBSITE

WE NEED A 750X600PX JPEG IMAGE FOR OUR WEBSITE.

IT DOES NOT NEED TO FEATURE EVENT INFORMATION, IT SHOULD JUST BE AN ATTRACTIVE GRAPHICAL ELEMENT. **Please email high-res artwork in INDD (InDesign), AI (Illustrator), PSD (Photoshop), PDF or JPEG format to theater@kroccda.org.**

THE KROC CENTER OFFERS ITS RENTAL PARTNERS SPECIAL RATES ON MARKETING MATERIALS. SELECT YOUR PACKAGE BELOW FOR YOUR EVENT AND FILL OUT THE INFORMATION BELOW.

*Price if package 2 is purchased. **Must provide artwork/printed material. Businesses that provide a pre-printed banner will not be required to pay print fee.
All artwork is subject to approval by The Kroc Center.

○ **PACKAGE 1:** Free

Kroc Website Calendar Listing**
750 x 600px, 72dpi, RGB, image or logo

Poster on Community Board**

○ **PACKAGE 2:** $250

Kroc Website Calendar Listing
750 x 600px, 72dpi, RGB, image or logo

Poster on Community Board**

Reader Board Listing

Online Ticketing†
750 x 600px, 72dpi, RGB, image or logo
1080 x 1080px, 72dpi, RGB, image or logo
1200 x 600px, 72dpi, RGB, image or logo
†1–4 Performances.
Includes 20-hours of manned office hours, dedicated box office phone line, 24-hour ticket sales online, box office coverage at performances. Ticket stock & printing. Additional performances $200 per weekly block.

TV Slide: In Rotation on TVs in Lobby & Theatre Wing** (one month)
1920 x 1080px, 300dpi, RGB

Box Office Slide** (one month)
1843 x 3190px, 300dpi, RGB

A LA CARTE OPTIONS:

○ **Ticketing Customer Service**
(Inquire for details)

○ **Access to Livestreaming**
$40 per event (This includes one wide shot of the event. Additional camera work available. Inquire for details.)

○ **5' Banner: Freestanding or Hanging Beside Ticket Booth****
24" x 60", 300dpi, CMYK
Keep text within 1in on all sides
$125 per Month | $100 per Month*
One-Time Print Fee: $100 plus tax*

○ **7' Banner: Freestanding or Hanging Beside Ticket Booth****
24" x 84", 300dpi, CMYK
Keep text within 1in on all sides
$125 per Month | $100 per Month*
One-Time Print Fee: $130 plus tax*

○ **TV Slide: In Rotation on TVs in Lobby & Theatre Wing****
1920 x 1080px, 300dpi, RGB
$100 per Month

○ **Reader Board Listing**
Provide URL or phone number for event info $125

○ **Box Office TV Slide**
1080 x 1920px, 300dpi, RGB
$100 per Month