



# FACILITY RESERVATION FORM

109 N. West Street ♦ Dover, DE 19904

Phone: (302) 734-1763

[www.sroutreach.com](http://www.sroutreach.com)

**INSTRUCTIONS:** To reserve a conference room, please call (302) 734-1763 to determine room availability. Priority for room reservations are given to Solid Rock Baptist Church activities.

**BILLING:** Payment must be received at least one week before the meeting is scheduled or the room may be rebooked. There is a non-refundable 15% administrative processing fee for all rentals. Solid Rock Community Outreach Center will not refund usage fees for failure to show. Please make checks payable to Solid Rock Community Outreach Center.

**FOOD & CATERING:** Solid Rock Community Outreach Center is not responsible for organizing set up or pick-up time for catered events. Renter(s) are solely responsible for catering arrangements. You **MUST** be present for set up and pick-up before and after the event. Solid Rock Community Outreach Center does not allow alcohol or smoking on the premises. Any of the Solid Rock Community Outreach Center conference rooms can accommodate catering services.

**CANCELLATION POLICY:** 48hrs advance notification is required in order to receive full refund. A cancellation notice within 48 hours of event will not receive a refund and the 15% administrative fees will not be refunded. Solid Rock Community Outreach Center is not responsible for canceling any catering orders.

**DAMAGE / LIABILITY:** Any damage to the property will be charged back to the responsible party for full reimbursement. Solid Rock Community Outreach Center reserves the right to request proof of liability insurance with Solid Rock Community Outreach Center named as additional insured prior to the event date.☐

**The following are the daily rates for room rental:**

Multi-Purpose Room, 1<sup>st</sup> Floor, Room 102  
Room Capacity: 85      Fee: \$125 Min \*4hrs  
hrs

Classroom 2, 2<sup>nd</sup> Floor, Room 202  
Room Capacity: 22      Fee: \$95 Min \*4  
hrs

Office Space              Fee: \$225 Min \*8  
hrs

Classroom 1, 2<sup>nd</sup> Floor, Room 201  
Room Capacity: 22      Fee: \$95 Min \*4  
hrs

Classroom 3, 2<sup>nd</sup> Floor, Room 203  
Room Capacity: 19      Fee: \$95 Min \*4  
hrs

Game Room, 1<sup>st</sup> Floor, Room 101  
Room Capacity : 8      Fee: \$100 Min \*4  
hrs

**\*\$15 will be charged for every additional 15 minutes.**



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## REQUESTED ROOM

## NAME & COMPANY

Contact Name:	Organization/Department/Company Name:
Day Time Phone Number:	Cell Phone Number:
	Fax Number:
Mailing Address:	City: State: Zip Code:
Email Address:	

## EVENT INFORMATION

Requested Date(s):	Time frame of event:
Pre-Access Time: ____ : ____ check one <input type="checkbox"/> am <input type="checkbox"/> pm	Cell Phone Number: Fax Number:
Name of Event:	City: State: Zip Code:
Number of People Attending (must not exceed posted maximum seating capacity in each room):	

## AUDIO / VIDEO EQUIPMENT

Will you need audio or video equipment: check one ☐ YES ☐ NO

If yes, please select which type of equipment you will need:

☐ LCD Projector \$10 ☐ Microphone \$5 ☐ Wireless Internet Access FREE



# FACILITY RESERVATION CONTRACT

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**THIS AGREEMENT is made between Solid Rock Community Outreach Center,**

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ and

\_\_\_\_\_  
(Organization/Department/Company Name)

\_\_\_\_\_  
(Name of person in charge)

The purpose of this agreement is to set forth the terms and conditions under which both parties may enter into this agreement. Please read and initial the following terms and conditions to indicate you understand and will comply with each term of this agreement.

## TERMS AND CONDITIONS

\_\_\_\_\_ Pay all fees for the room prior to the event. Supplemental charges if incurred will be billed separately by Solid Rock Community Outreach Center.

\_\_\_\_\_ Solid Rock Community Outreach Center reserves the right to cancel the reservation if payment has not been received before the event date.

\_\_\_\_\_ Any damages to the facilities, equipment or furniture will be billed for full replacement cost to the entity (person) responsible for the event.

\_\_\_\_\_ You will assume full responsibility for any catering services (drop-off and pick-up) and will notify Solid Rock Community Outreach Center of any catering arrangements three (3) days in advance.



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## TERMS AND CONDITIONS

\_\_\_\_\_ Pay an additional \$100.00 cleaning fee if Solid Rock Community Outreach Center is required to clean the facility after the event (above and beyond normal impact).

\_\_\_\_\_ Groups utilizing the facility will be given a 15 minute grace period added to the contract "pre and post-access" time to allow for set-up, clean-up, and exiting the building. If the groups have not exited after those 15 minutes, a charge of \$15.00 will be assessed for each additional 15 minutes.

\_\_\_\_\_ Client agrees to indemnify, defend and hold harmless the Solid Rock Community Outreach Center, their officers, agents and employees for any and all liability, claim, loss, cost of obligations on account of or arising out of any injury, death or damage to persons or to property from whatever cause where such injury, death or damage is connected with the event, use or services scheduled.

And agree to:

- 1) Reimburse any payments due to cancellation within 48 hours before the event, minus a 15% administrative fee.
- 2) Solid Rock Community Outreach Center reserves the right to suspend or terminate function in the event of non-compliance of posted seating/room capacities or if attendance exceeds maximum posted seating/room capacity. This is in compliance to fire and safety rules.

I, on behalf of, and as an authorized agent of the above named organization; agree to abide by the policies of the Solid Rock Community Outreach Center, regarding the use of the facilities. I have read and understand all policies regarding fees, cancellations and no shows.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Revision 1.1.0