

# FACILITY USE REQUEST FORM



Requests for church use must be made by a member of CrossRoads Church or a regular attendee associated with/or attending the event. The facilities may not be used for a business or money making purpose. The reservation will be confirmed upon receipt of the fee payment. See page 2 for the applicable fees. **In the event of damages from the event, this agreement holds the requestor liable to pay for the cost to replace/repair.**

Event Name \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Doors need to be opened at \_\_\_\_\_ Approx. length of event \_\_\_\_\_

Do you have a church key? \_\_\_ Yes \_\_\_ No

Areas of church you plan on using: (check all applicable)

- \_\_\_ Sanctuary
- \_\_\_ Lobby and Fireside Room (for separate event)
- \_\_\_ Lakeside
- \_\_\_ Lounge
- \_\_\_ Nursery
- \_\_\_ Kitchen
- \_\_\_ Ministry Center

Set Up Needs (for Ministry Center, Lakeside & Lobby areas only, if applicable)

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ **Please diagram on back of this form.**

Other set up needs (please be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

**You wish to have CRC create an announcement slide?** Yes \_\_\_ No \_\_\_

**Design/photo included?** \_\_\_\_\_ Electronic media must be sent to: [info@crossroadschurchff.com](mailto:info@crossroadschurchff.com)

**Signed by requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Approvals:

Office Administrator \_\_\_\_\_

Pastor \_\_\_\_\_ Posted on Calendar: Public \_\_\_ Private \_\_\_

Payment Received \_\_\_\_\_ Check # \_\_\_\_\_

**Draw your set up needs below:**

# Crossroads Church Facility Use Guidelines (other than weddings)

Church Contact– Office Admin. (218)739-3391

## Cost Structure

*Fees are due upon notification of availability. All checks should be payable to 'CrossRoads Church'.*

### Main Building

#### Community or Family Events

Sanctuary, including sound system	\$250
Lakeside	\$100
Kitchen	\$100
Foyer including Fireside room	\$75

#### Funerals

Sanctuary including sound system	\$50
Kitchen and Lakeside	\$50

### Ministry Center

Large Meeting Space	\$100
Kitchen	\$50
Other	TBD

## Kitchen Usage

- Coffee maker, dishwasher or stove:
  - If you are not familiar with them, an appointed **kitchen coordinator must be present.**
  - Coffee maker – needs to be cleaned and TURNED OFF.
  - Dishwasher needs to have the HEAT TURNED OFF, cleaned, and properly drained.
  - Stove **MUST BE TURNED OFF WHEN YOU LEAVE.**
- The kitchen must be left as it was when you came.
  - No food should be left from events
  - No decorations are to be left in the kitchen
  - Dishes are to be put away
  - Dish towels need to be washed & returned
  - All tables must be washed after the event
- Tablecloths – must be laundered by Heather Miller, \$5 each. Please contact her directly (218-671-0782).

## Facility Usage

- The church will need to be contacted at least one month prior to the event.
- USE OF ALCOHOL, TOBACCO, OR ANY ILLEGAL SUBSTANCE ON CHURCH PREMISES IS PROHIBITED. (THIS INCLUDES ALL CHURCH PROPERTY.)
- Any windows that have been opened must be closed.
- Members of the church will have priority over non-members, if the request for church use has been properly filed.

## Sound System Usage

If the sound system is needed, you will need to contact Joey Kalan (507-475-4196).

**All use, setup and handling of audio-visual equipment (including microphones, monitors, connections, plug-ins, instruments and cords) must be done under the supervision of a Sound System Technician.**

*If you have any questions about this form,  
please call (218)739-3391 or email [info@crossroadschurchff.com](mailto:info@crossroadschurchff.com).*