

BUILDING USE REQUEST

Please return completed form to the church office AT LEAST 60 days prior to date requested.

Today's Date _____
 Group Name _____
 Contact Person _____
 Address _____
 Phone Number (cell) _____ (work/home) _____
 Email _____
 Date Requested _____ Time of the Event _____ am/pm — _____ am/pm
 Time in the Building _____ am/pm Time out of the Building _____ am/pm
 Purpose _____

Number of People Expected _____ Need Building Access: Yes No
 Will food be served? Yes No Member: Yes No

Any event with 100+ people will be required to have Custodial Service;
 which will restock restrooms and assist in cleaning areas used.

Mark each area of the building being requested and equipment or service needed

___ Parking Lot	___ Worship Center	___ Kitchen
___ Entire Building	___ Audio Technician	<u>Kitchen Equipment</u>
___ The Commons/Kitchen	___ Visual Technician	___ Refrigerator ___ Stove
___ Chapel	___ Clear Stage	___ Freezer ___ Oven
___ Classroom - Room # _____	___ Custodial Service	___ Dishwasher ___ Coffee

ANY GROUP USING CROSSROADS FOR AN EVENT IS REQUIRED TO MAKE A **\$100.00 DAMAGE/CLEANING DEPOSIT**. THIS DEPOSIT WILL BE HELD AND RETURNED AFTER THE BUILDING HAS BEEN RETURNED TO ITS ORIGINAL STATE AND HAS BEEN CHECKED BY A CROSSROADS STAFF MEMBER. IF THE BUILDING IS NOT RETURNED TO ITS ORIGINAL STATE AFTER THE EVENT, THE \$100.00 DEPOSIT WILL BE USED FOR SERVICES NEEDED TO COMPLETE THE TASK.

FEES FOR FACILITIES AND PERSONNEL WILL BE DISCUSSED IN A FOLLOW-UP MEETING BETWEEN THE CONTACT PERSON AND ADMINISTRATIVE PASTOR AFTER AN EVENT IS APPROVED. FEES ARE DETERMINED BY THE SPECIFIC AREAS OF THE BUILDING BEING USED, THE LENGTH OF THE EVENT AND PERSONNEL NEEDED FOR THE EVENT.

The group requesting use of CrossRoads Facilities hereby absolves the church, it's pastors, leadership, members or staff of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. If damage to property or injury occur an incident report must be made to the church secretary immediately.
 The Contact Person for the event is responsible for following all Building Use Guidelines as noted in the attached document.
 By signing this form, you agree to abide by these Guidelines and all information provided is correct.

Signature of Contact Person _____ Date _____

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FOR OFFICE USE ONLY

Approved by _____	Facilities Fee _____
Approval Date _____	Custodial Fee _____
Deposit Date _____	Audio Tech Fee _____
Returned Deposit Date _____	Visual Tech Fee _____
Amount Returned _____	Total Fees _____
Opening for the Event _____	Date Fees Paid _____
Lockup for the Event _____	

BUILDING USE GUIDELINES

Please Keep This Page for Your Records

Alcohol and illegal drugs are prohibited on the premises. Anyone found to be under the influence or in possession of alcohol or drugs will be required to leave the premises immediately.
CrossRoads Christian Church is a smoke-free building.

PARKING LOT

- 1) Collect any trash and discard in dumpster located in the rear of the building.
- 2) Remove and return any equipment to its original area.

THE COMMONS

- 1) Remove any items not originally in The Commons or on tables.
- 2) Wipe all tables clean using a mild soap and water mixture. If stains occur please notify the office to insure we are able to attempt removing the stain.
- 3) Sweep the floor and spot mop areas using a mild soap & water mixture.
- 4) Return tables, chairs and equipment to previous placement.
- 5) Collect all garbage into bags and take it to the dumpster located in the rear of the building.
 - Broom/Dust Pan & Mop/Mop Bucket are in the kitchen storeroom. Garbage bags are on the racks in the kitchen next to the wash sinks.

KITCHEN

- 1) Wash and dry all dishes used and return them to their correct placement.
- 2) Take all extra food and beverages with you unless specific plans have been made.
- 3) Wipe counter tops with mild soap and water mixture & towel dry.
- 4) Sweep the floor and mop. (Broom/Dust Pan & Mop/Mop Bucket are in the kitchen storeroom.)
- 5) Report any property damage or equipment damage to the office.

CLASSROOMS

- 1) Return tables, chairs and equipment to original placement.
- 2) Collect all garbage into bags and take it to the dumpster located in the rear of the building.
- 3) Wipe off tables and pick-up items that have fallen on the floor.

WORSHIP CENTER

- 1) Return chairs, equipment, and other items to original placement.
- 2) Collect all garbage into bags and take it to the dumpster located in the rear of the building.

*The Contact Person for the event needs to contact Lockup Personnel approximately 10 minutes prior to leaving, and then he/she should not leave until that person arrives.

If the Contact Person is securing the building, he/she should check that all doors are locked and set the alarm if the building is not in use at the time of departure.

In the event of an emergency, contact 911 immediately. Once reported to emergency personnel, contact one of the people listed under the building contact numbers.

Building Contact Numbers

Tim Carter 217.497.8750	Building and Grounds
Miles Clark 217.497.5813	Lead Pastor
Rob Ketcherside 217.474.2574	Administrative Pastor
Brian Carpenter 217.778.9615	Youth Pastor
Kathy Robinson 217.474.4908	Children's Director

SCHEDULING POLICY AND PROCEDURES

Please Keep This Page for Your Records

The official church calendar is maintained by the Administrative Pastor. All requests and changes must be submitted with the Building Use Request form. Only Staff and Elders make changes to the calendar.

Programs, Meetings and/or Events may be submitted for scheduling through Staff, Ministry Team Leaders or Elders.

All events are subject to Building Use Guidelines and space availability. When a conflict in scheduling occurs, church activities take priority. Outside events will be scheduled based upon first-come, first-serve. However, we will not schedule events more than 12 months prior, unless circumstances require it.

For the three (3) weeks prior to Easter and from the week of Thanksgiving through the end of the year, CrossRoads Facilities will not be available for outside events.

Throughout the rest of the year, events need to be scheduled around church services.

SCHEDULING PROCEDURE

1. Groups desiring to use CrossRoads Facilities need to complete the Building Use Request form and agree to the Building Use Guidelines to be considered. Forms must be completed 60 days prior to the date being requested.
2. Upon completion and submission of the form, a notation will be made on the church calendar to hold the date and time until approval.
3. Once approved, the Administrative Pastor will contact the event host to set up a meeting discussing the event, Building Use Guidelines and the deposit/fees. Once this meeting takes place and the deposit has been made, the event will officially be added to the calendar.
4. Cancellations or changes of any kind need to be made through the Administrative Pastor or Secretary as soon as possible. The changes will then be noted on the calendar.