

Facility Use Requirements

(External)



Effective Date: 2/16/23
Approval Authority: Facility Team

A. Compatibility

1. All facility usage must be compatible with the mission and vision of Crossroads, and all users and groups must agree with the **Crossroads Statement of Faith** as posted on our website.
2. Organizations and groups which have significant policy statements contradicting the beliefs of Crossroads Church will not be permitted use of the facility.
3. Facility usage by non-Crossroads entities is considered incidental to the mission and purpose of the church, and availability is not guaranteed. ***Crossroads reserves the right to reject any and all facility use requests which do not further the mission and vision of the church.***
4. All usage is subject to availability, with the direct ministries of the church given priority in scheduling.

B. Liability and Insurance

1. Non-Crossroads *organizations* using the facility are required to:
 - Maintain liability insurance that is active and will continue to be active during the term of any usage agreement which includes both liability and personal property coverage.
 - Provide a Certificate of Liability Insurance before initial usage, listing Crossroads Church as an additional insured and with liability limits not less than \$1,000,000.
2. Other requesting groups and users may be required to provide evidence of insurance as may be deemed necessary or prudent by church staff.
3. Organizations or groups using the gym or engaging in physical activities on the premises are required to sign a waiver releasing Crossroads from liability for any property damage or injuries incurred.

C. Facility and Usage Restrictions

1. The use of illegal drugs in any form is prohibited on the Crossroads Church premises.
2. Use of marijuana is prohibited on the Crossroads premises - even if otherwise permitted by law.
3. Smoking, including vaping and e-cigarettes, is not permitted in the facilities or near the entrances thereto.
4. Alcoholic beverages are not permitted on the Crossroads Church premises. Furthermore, under no circumstances will the sale of alcohol or alcoholic beverages be permitted in the facility or on the grounds of the church.
5. For all activities, an identified, responsible adult must be present.
6. The primary entrances to the facility are as follows:
 - *Church building:* Front Doors, Ramp Door and Office Door.
 - *Activity Center:* Front Entrance

Facility users will be instructed on which door(s) to use for entrance to the facility at time of reservation. Unless specific permission has been granted, only the above approved doors may be used for entrance to the facilities. All remaining doors are fire exits only and are to remain closed and locked at all times.

7. Posted room capacities must not be exceeded.
8. Gymnasium usage requirements and restrictions are posted in the Activity Center and are included herein by reference. Where applicable, a copy will be provided at time of scheduling or upon request.

D. Misc. Provisions

1. Emergency Procedures – See posted information for the area you will be using.
2. Lost & Found areas are labeled and located near the entry way in each building.
3. Security cameras are used throughout the facility to monitor activity on campus.

E. General Usage Expectations

1. If you need to prepare your room before the event, be sure to schedule set-up times, as the room may be in use prior to your meeting.
2. Supplies used for your group need to be removed from the room each time you meet. Some temporary storage space may be available to recurring facility users upon approval of the Facilities staff.
3. Items (i.e., tables, & chairs, kitchen equipment, AV equipment, etc.) must be returned to the original location – “Standard Set Up”. Prior approval is necessary to move and use items between buildings.
4. Room clean-up must be done by the person/group using the facility (Unless custodial support has been included in any usage agreement).
5. All lights must be turned off and doors closed and locked by responsible adult upon leaving facility.
6. If your event requires a loaner key and/or electronic pass to any area of the facilities, the key must be signed out prior to the event. Please note, there is a charge attached to a lost or stolen key or key pass.
7. Damage to building or equipment, or non-working equipment must be reported to the Facilities team. Organizations or individuals who use the facilities are responsible for damage to property.
8. Church decorations may only be removed or altered for events with advance approval and must be returned to the original location upon completion of event.
9. The Facilities team must approve applying anything to walls, doors, equipment, etc.
10. The normal usage purposes imposed upon the rooms, spaces and equipment in the church is usually quite apparent. Usage for any purpose which is inconsistent therewith is not permitted. Should you have any questions concerning such usage, please do not hesitate to ask.

F. Fees and Deposits

1. Fees will vary depending on your relationship with the church and its mission, the spaces requested and the dates and times of usage. A quote will be provided following receipt of your request per section G.
2. Groups and organizations wishing to use the facility on a recurring basis may be offered special reduced pricing. Please notify the church of such requests at time of initial contact.
3. The church, at its sole discretion, may require that a deposit be collected to cover any potential damage to the facility and grounds.
4. For select events, an initial non-refundable deposit may be required before schedule is confirmed.
5. All usage fees and deposits are due prior to the day of event.

G. Requesting Facility Usage

1. To request facility usage, fill out the form at [crossroads4christ.com/About/Contact Us](http://crossroads4christ.com/About/Contact%20Us).
2. The Facilities team will get back to you concerning your request.
3. To cancel or revise an approved application, call or email the church via the info below.
4. All requests will be confirmed by email.

H. Contacting Us

Mailing Address:	17445 Notre Dame ST NE, Forest Lake, MN 55025
Primary Phone number:	(651) 464-2195
Website:	Crossroads4Christ.com
Email:	Events@Crossroads4Christ.com
Facilities Manager	Extension 103
Administrator	Extension 105

I. Acceptance

All facility users will be asked to verify that they have read, understand and agree with the requirements defined herein prior to scheduling facility usage.