



Crossroads Evangelical Free Church

Facility Use Policy

May 2009

Crossroads Evangelical Free Church

3402 Hoeger Lane

Albert Lea, Minnesota 56007

(507)377-3276

A completed Facility Use Form and deposit is required when requesting the use of the facility. Forms are available at the church office. For events requiring the use of sound, video or lighting equipment please also fill out the attached Sound / Video / Lighting Equipment Request Form.

Please keep in mind that the process of approval may take up to two weeks.

Reservations of public spaces (the Welcome Center and North Welcome Center) will not be confirmed until 2 weeks before the date with the exception of weddings and benefits.

The church facility is not available for use for commercial enterprise. If an individual wants to rent the facility and will be paid for the services performed while using the facility, (e.g.: giving piano lessons) that is considered a business and the request to use the building will be denied.

The facility can be reserved for up to two days at a time (Red Cross blood drives and NCD training events are exempt to this). The total number of days available for events other than Crossroads ministry events and weddings for church members shall not exceed 3 days per month.

Any fees collected for building use (other than custodian or tech fees or donations for the kitchen) would be placed in an in/out maintenance temporary fund. This fund could be used to cover the cost of maintaining or replacing items such as projector bulbs, extra garbage pick-up, repairs, carpet cleaning, etc.

If childcare will be provided for an event, it is the responsibility of the person(s) reserving the facility to find childcare workers. Workers must be 16 or older. The Nursery is to be used for children ages 0 – 2 years. The Toddler room may be reserved for children ages 3 and older.

Categories:

A. Funerals and Benefits

Fees:

- No damage deposit is required for a funeral
- \$300 damage deposit for a benefit is required when submitting a facility use request. The deposit can be made out to Crossroads Church. The deposit will be returned following inspection after the event. It will also be returned if the facility is not available for use on the requested date.
- No charge for facility use
- \$75 Sound Tech fee
- \$75 Custodial fee

- Kitchen donation

Additional note: If an event is already scheduled for the time that has been requested for a funeral, the event will take priority due to event promotion.

B. Weddings - See wedding policy for procedures and fees

C. Crossroads Church Family Events

Examples:

- 1) Birthday party
- 2) Graduation or anniversary open house

Fees:

- \$100 damage deposit for the use of rooms other than the Worship Center.
- \$300 damage deposit for use of the Worship Center and / or Welcome Center. The deposit can be made out to Crossroads Church. The deposit will be returned following inspection after the event. It will also be returned if the facility is not available for use on the requested date(s).
- Members: No building use fee.
- Non-members: Facility use fees:
 - Rooms W1, W2, W3, E1, E2, E3, Nursery, Toddlers - \$20 per room
 - N1, Welcome Center or Resource Center - \$50 per room
 - Worship Center with Welcome Center - \$150 together
 - CSI Zone or Family Theatre - \$100 per room
- \$75 Custodian fee for large events involving the Worship Center.
- \$75 Sound Tech fee (if needed).
- \$75 fee if items on the stage need to be taken down for the event.

Additional notes:

- Coffee will be provided – donations are accepted to cover costs.
- If you plan to serve food at your event, please fill out the “Hospitality – Cleanup Form”. (If you didn’t receive this form please call the church office at 507-377-0970.)
- A person who regularly attends Crossroads needs to be in attendance at all times during the event and will serve to supervise the event.
- A person with a key / code must either attend the event or a temporary key & code can be given to the person having the event. The key and code can be picked up two to three days prior to the event. Please call Sharon Overgaard at the church office at 507-377-3276 to arrange for training. The key must be returned the day after the event.
- When using rooms other than the Worship Center, set up and clean up is to be done by the group putting on the event. The room(s) must be left as found. It is the responsibility of the person reserving the facility to contact Dale Grotsun, our Facility Coordinator, ahead of time for instructions on setting up and cleaning. Dale can be reached at the church office at 507-377-3276 or on his cell phone at 507-383-2766.

C. Faith-based Events

Examples:

- 1) Faith based community events (concerts, speakers, etc.)

- 2) Faith based training events
- 3) Youth for Christ
- 4) Missions Events

Fees:

- \$100 damage deposit for the use of rooms other than the Worship Center.
- \$300 damage deposit for the use of the Worship Center and/or the Welcome Center.
- The deposit can be made out to Crossroads Church. The deposit will be returned following inspection after the event. It will also be returned if the facility is not available for use on the requested date(s).
- No charge for facility use
- \$75 Sound Tech fee (if needed)
- \$75 Custodial Fee (It is possible that for smaller events, this fee could be waived if the room(s) are left as they are found. Contact Dale Grotsun at the church office for more information.)
- \$75 fee if items on stage need to be taken down for event.

Additional Notes:

- If you plan to serve food at your event, please fill out the “Hospitality – Cleanup Form”. (If you didn’t receive this form please call the church office at 507-377-0970.)
- A certificate of insurance would be required for outside groups that are not hosted by Crossroads staff.

D. Community Events

Examples:

- 1) Schools
- 2) Scouts
- 3) Red Cross
- 4) Government
- 5) Business Training Events

Fees:

- \$100 damage deposit for the use of rooms other than the Worship Center.
- \$300 damage deposit for the use of the Worship Center and/or Welcome Center.
- The deposit can be made out to Crossroads Church. The deposit will be returned following inspection after the event. It will also be returned if the facility is not available for use on the requested date(s).
- Facility use fees:
 - Rooms W1, W2, W3, E1, E2, E3, Nursery, Toddlers - \$20 per room
 - N1, Welcome Center, or Resource Center - \$50 per room
 - Worship Center with Welcome Center - \$150 together
 - CSI Zone or Family Theatre - \$100 per room
- \$75 Sound Tech fee (if needed).
- \$75 Custodial fee (It is possible that for smaller events, this fee could be waived if the room(s) are left as they are found. Contact Dale Grotsun at the church office for more information.)
- \$75 fee if items on stage need to be taken down for event.

Additional Notes:

- Any community event must be requested at least 1 month prior to event.
- If you plan to serve food at your event, please fill out the “Hospitality – Cleanup Form”. (If you didn’t receive this form please call the church office at 507-377-0970.)
- Non-profit organizations may request that the facility use fees be waived. The Executive Pastor and a Church Board representative will make decisions regarding the approval of facility use for these events and if fees will be waived.
- A certificate of insurance would be required for outside groups that are not hosted by Crossroads staff.