

## When is this form required?

This form will be completed whenever a Crosspoint member needs to arrange for use of church facilities for a family event, church sponsored function, or rental event. Identifying the needs and scheduling the time will ensure the facilities will be available avoiding potential conflicts with other activities.

FORM SUBMISSION DATE \_\_\_\_\_

REQUESTED BY \_\_\_\_\_  
(Must be a member or regular attendee of Crosspoint Bible Church)

DAYTIME PHONE (\_\_\_\_) \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_

ACTIVITY \_\_\_\_\_ S M T W T F S  
DATE \_\_\_\_\_

START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

ACTIVITY \_\_\_\_\_

SPONSORING GROUP \_\_\_\_\_

ANTICIPATED ATTENDANCE \_\_\_\_\_

DOORS TO BE UNLOCKED North South East West  
North South East West

TIME TO BE UNLOCKED \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

### SET-UP

Date \_\_\_\_\_ Time \_\_\_\_\_

Remarks: \_\_\_\_\_

Tables needed:

6 foot (seats 6-8) \_\_\_\_\_ Narrow 6 foot (seats 3) \_\_\_\_\_

8 foot (seats 8-10) \_\_\_\_\_ Round (seats 6-8) \_\_\_\_\_

# Chairs needed \_\_\_\_\_

Sound or Video equipment needed (Circle): Sound Video  
NOTE: Securing qualified techs may require additional office time for form approval. Once they're assigned, it is YOUR RESPONSIBILITY to inform them of your audio and video needs.

Other needs requested or remarks: \_\_\_\_\_

Please place the completed form in the "Submitted Facility Use Forms" box in the church office

## RESPONSE TO REQUEST

(to be completed by the church office)

Each request must be approved by the sponsoring Ministry Team leader (or his designee).

Signature \_\_\_\_\_

Any request involving the **Worship Center** requires notification of the Worship Pastor (or his designee).

Approved Sound Tech Name: \_\_\_\_\_

Contact info: \_\_\_\_\_

Approved Video Tech Name: \_\_\_\_\_

Contact info: \_\_\_\_\_

Signature \_\_\_\_\_

Date Processed \_\_\_\_\_

APPROVED BY:

REMARKS: \_\_\_\_\_

### CHARGES

Amount	Item
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	TOTAL
\$ _____	Deposit Received

Coordination copies sent to:

- ☐ Supplies Coordinator \_\_\_\_\_
- ☐ Facilities Manager \_\_\_\_\_
- ☐ Children's Director \_\_\_\_\_
- ☐ Church Office \_\_\_\_\_
- ☐ Worship Pastor \_\_\_\_\_
- ☐ Sound Tech \_\_\_\_\_
- ☐ Video Tech \_\_\_\_\_
- ☐ Submitter \_\_\_\_\_
- ☐ Administrator - Closeout \_\_\_\_\_

Form 036

Updated 04/04/2017 (rde)

# Crosspoint

## BIBLE CHURCH

## FACILITIES USE FORM

### Instructions if using from website/online:

1. Save a copy to your desktop/computer
2. Rename using this format:  
YYYY-MM-DD-(Your Name)-Event Name
3. Fill-out form and save
4. Email form to: [office@crosspointbible.org](mailto:office@crosspointbible.org)

## POLICY

The facility requestor will adhere to the follow policies.

**SET-UP:** Rooms are generally set for Sunday morning activities. Please coordinate special set-up arrangements with the Facilities Coordinator and return rooms to the original setup.

**TEMPERATURE SETTINGS:** You may adjust the thermostats to your desired temperature. They will automatically revert to their original settings after three hours. Please do not change the Program settings.

**SUPPLIES:** On-hand supplies are intended for regular church activities. Please provide two weeks' notice if you need additional supplies. Provisions for non-church sponsored events must be provided by the group involved.

**KITCHEN:** Please familiarize yourself with kitchen equipment in advance of your event. Dishes/utensils used should be cleaned and returned to their proper places. Ovens, stoves and countertops need to be cleaned and trash taken to the exterior dumpster. Please wipe up any spills on the floors.

**ROOM USE / CHILDCARE:** Please restrict activities to the rooms requested. Children must be supervised at all times.

**WORSHIP CENTER:** Please do not move instruments or chairs without coordinating with the Facility Manager. Worship Center use may require the sound and/or overhead projection systems. These systems can only be operated by personnel certified by the Crosspoint multi-media coordinator. The following fees may apply depending upon the requestor's needs:

- \$20/hr for overhead equipment technician
- \$20/hr for sound equipment operator
- \$20/hr setup and cleaning
- \$30/hr for each instrumentalist

**CLEANUP:** The following fees will be assessed if clean-up is not accomplished following the planned event:

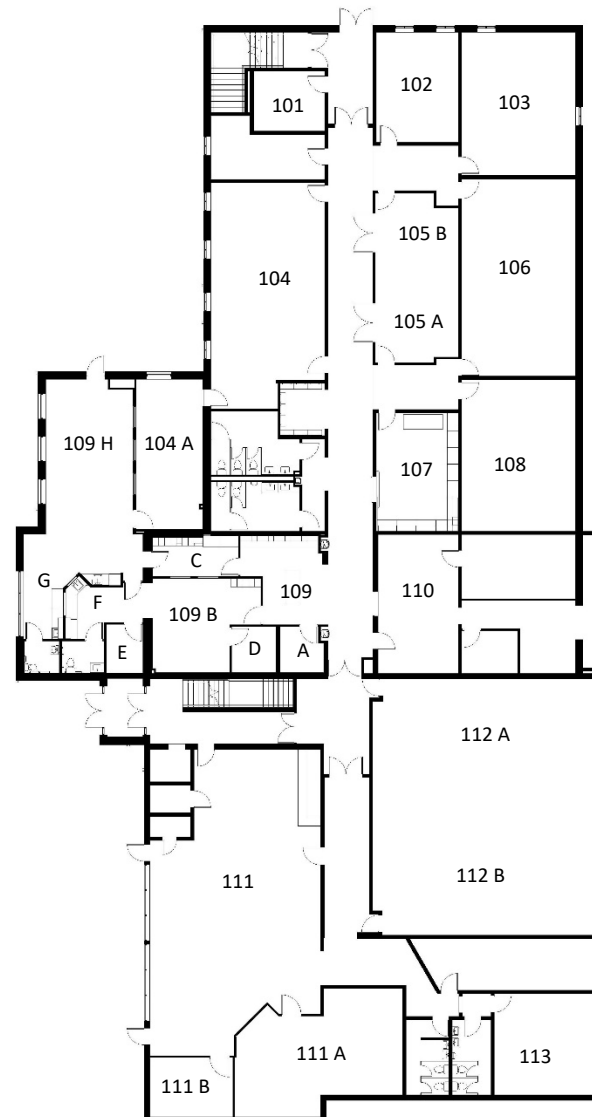
- \$20/hr - Pick up trash and vacuum floors.
- \$20/hr - Return used rooms to their Sunday morning set up.
- \$15/hr - Place trash in outside dumpster and replace with the bag at the bottom of each receptacle. Also applies to nursery if used.

**ADDITIONAL COSTS:** Groups using Crosspoint Bible Church facilities may be required to reimburse Crosspoint for any repair / cleaning directly resulting from the group's activity.

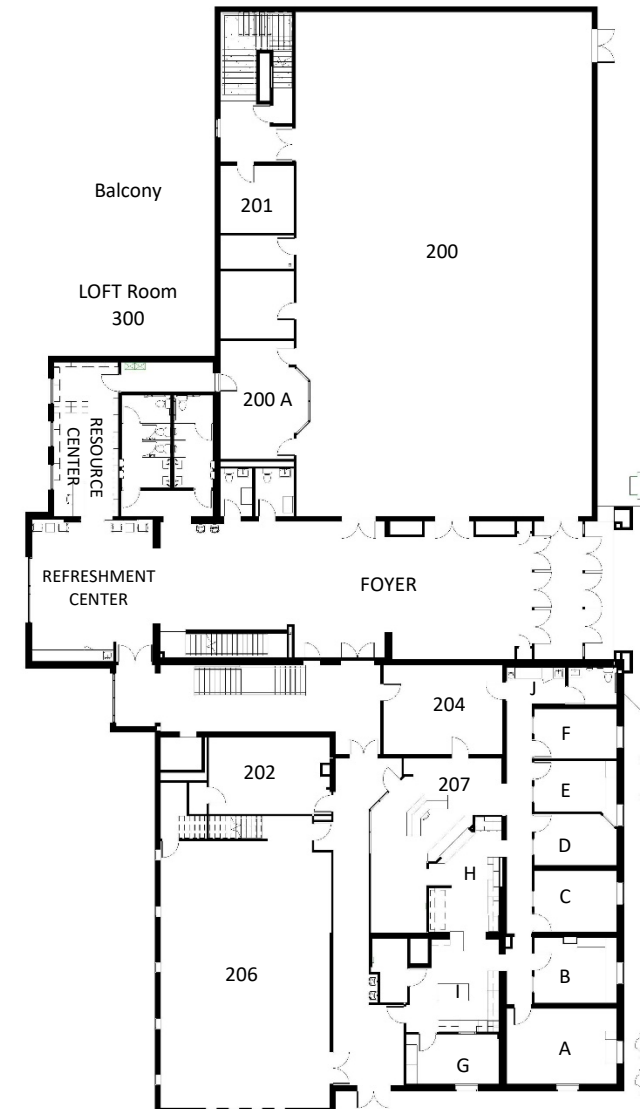
**MARRIAGE:** We believe that marriage is ordained and designed by God and intended to be a permanent union of one man and one woman (see articles V.B.1 and V.B.3 of our constitution and point #1 one under Foundational Biblical Truths of our "Biblical Defense of Marriage" position paper, citing Gen. 2:20-25; Mt. 19:4-6; Eph. 5:31; Heb. 13:4; Prov. 5:18-20; and Eph. 5:3-5). Therefore, our facility is not available for any ceremony or activity contrary to these stated beliefs.

**LIABILITY:** Anyone using church facilities and/or equipment agrees to indemnify and hold harmless the Crosspoint Bible Church, its staff, elders and members from any and all claims for damages as a result of personal injury or property damage sustained by any and all persons that may arise from use of church facilities and equipment.

## PLEASE MARK REQUESTED ROOMS



LOWER FLOOR



UPPER FLOOR