

## CROSSPOINT COMMUNITY CHURCH Facility Reservation Request

<b>Room(s)/Location(s)</b>		
<b>Frequency of Rental</b> <input type="checkbox"/> Single Day <input type="checkbox"/> Weekly <input type="checkbox"/> Consecutive Days <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____ _____	<b>If Reoccurring, Beginning Date</b>	<b>Ending Date</b>
	<b>Start Time (including set up)</b>	<b>End Time (including clean up)</b>
<b>Date(s) Requested</b>	<b>Number in Attendance</b>	
<b>Name of Organization</b>	<b>Name of Contact Person Responsible for Facility and/or Equipment</b>	
<b>Address (Street, City, State, Zip)</b>	<b>Address (Street, City, State, Zip)</b>	
<b>Phone</b>	<b>Cell Phone</b>	
<b>Web Address</b>	<b>Email Address</b>	

**Reason for Facility Use/Type of Event**

### Hold Harmless Agreement and Facility Use Acknowledgement

User of the Facility agrees to protect, indemnify and hold free and harmless, CrossPoint Community Church, its staff and agents from and against any and all claims, demands, causes of action, or other litigation (including all costs thereof and attorney's fees) of every kind and character on account of personal injuries, death, bodily injury or damage to property, of the public, CrossPoint Community Church or User herein, its or their guests, employees, supervisors, vendors and agents: (whether resulting from the performance of its obligations hereunder), or the quality or safety of the programs used and/or the equipment or property of the User herein, all of these without regard to fault, even if any indemnified or injured party is negligent in whole or part.

By signature on this agreement, leasor acknowledges and agrees that:

1. Use of the facility requested will be restricted to individuals associated with their organization in order to maintain security.
2. CrossPoint reserves the right to reschedule, relocate, or cancel events due to compelling and unforeseen ministry needs, such as funerals.
3. The use of the facility requested will be restricted to the areas designated and approved for the reservation and to individuals associated with the organization in order to maintain security. The concourse and rest rooms may also be used during the event. All other areas are off limits.
4. Adult supervision will be provided by the group/organization at all times.
5. The use, sale or possession of any weapon, firearm (including concealed handguns without specific authorization), pyrotechnics (including fireworks), illegal drugs, alcoholic beverages, or tobacco products on CrossPoint property are prohibited
6. Performances, exhibitions, activities that are deemed indecent, obscene, immoral, or in any manner publicly offensive are not allowed.
7. Groups/organizations reserving any part of the facility may not post any signage on CrossPoint property except at the facility during the scheduled date and time of the facility reservation. All signs (inside and outside) must be freestanding and must be approved.
8. Proof of the required insurance must be submitted with at time of payment/booking.
9. Failure to adhere to CrossPoint procedures as specified herein may result in forfeiture of the current utilization and future use.
10. Facility reservation requests are not valid until confirmation by the Facility Manager is provided and payment in full is received.
11. Additional cleaning fees post-event may be charged if the facility is not restored to its original state.
12. No pets allowed. Service dogs are welcome and are required to be leashed or harnessed.
13. CrossPoint is glad to allow all members of the community to utilize our facilities. Any request for a religious ritual, ceremony, or worship service must be reviewed and approved by CrossPoint and be submitted with the understanding that, as a Christian, Lutheran community we reserve, and will exercise the right, to disallow any non-Christian worship service, ritual, or ceremony.

I understand this Hold Harmless Agreement and agree to the terms and conditions of this agreement.

<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
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**Please return to: CrossPoint Community Church • Facilities Coordinator • facilities@crosspt.org • 281.398.6464 • 281.599.9446 (fax)**

### FOR INTERNAL USE ONLY

<b>Confirmation Sent to Contact Person</b>	<b>Insurance</b>	<b>Fee Paid</b>
<b>Signature of Facility Coordinator</b>	<b>Printed Name of Facility Coordinator</b>	<b>Date</b>

**Related Fees/Payment Schedule are in the Exhibits as Follows:**

- |  |  |
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| <ul style="list-style-type: none"> <li>• Exhibit A – Space</li> <li>• Exhibit B – Equipment</li> <li>• Exhibit C – Technology</li> </ul> | <ul style="list-style-type: none"> <li>• Exhibit D - Payment Schedule</li> <li>• Exhibit E - Confirmation of Background Check</li> <li>• Exhibit F – General Information/Instructions</li> </ul> |
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Location Needs

USE OF CHURCH FACILITY BY FOR-PROFIT GROUPS, RECEPTIONS, EVENTS		
SPACE	FEE – based on four (4) hour minimum usage	Cost Per Add'l Hour Use
<input type="checkbox"/> Classroom (550 sq. ft.)	\$25/room – indicate # of rooms needed _____	\$10
<input type="checkbox"/> Conference Room	\$25	\$10
<input type="checkbox"/> Youth Commons	\$100	\$25
<input type="checkbox"/> Youth Gym (Athletics Only)	\$200	\$50
<input type="checkbox"/> Youth Kitchen	\$50	\$10
<input type="checkbox"/> Black Box Theater	\$150	\$40
<input type="checkbox"/> Auditorium/Gym (includes East Commons)	\$500	\$125
<input type="checkbox"/> East Building Commons	\$150	\$40
<input type="checkbox"/> East Building Kitchen	\$75	\$20
<input type="checkbox"/> Chapel	\$150	\$40
<input type="checkbox"/> Athletic Fields	TBD by Sports Ministry Director	\$TBD
<input type="checkbox"/> Youth: Gym & Commons	\$275	\$75
<input type="checkbox"/> Youth: Gym, Commons, Kitchen	\$325	\$80
<input type="checkbox"/> Auditorium/Gym, Commons & Kitchen	\$550	\$135
<input type="checkbox"/> Auditorium/Gym, Commons & Chapel	\$625	\$150
<input type="checkbox"/> Auditorium/Gym, Commons, Chapel & Kitchen	\$700	\$175
USE OF CHURCH FACILITY BY NON-PROFIT GROUPS (REQUIRES 501c3 FORM)		
SPACE	FEE – based on four (4) hour minimum usage	Cost Per Add'l Hour Use
<input type="checkbox"/> Classroom (550 sq. ft.)	\$25/room – indicate # of rooms needed _____	\$10
<input type="checkbox"/> Conference Room	\$25	\$10
<input type="checkbox"/> Youth Commons	\$75	\$25
<input type="checkbox"/> Youth Gym (Athletics Only)	\$150	\$50
<input type="checkbox"/> Youth Kitchen	\$25	\$10
<input type="checkbox"/> Black Box Theater	\$100	\$35
<input type="checkbox"/> Auditorium/Gym (includes East Commons)	\$300	\$125
<input type="checkbox"/> East Building Commons	\$100	\$40
<input type="checkbox"/> East Building Kitchen	\$50	\$20
<input type="checkbox"/> Chapel	\$100	\$35
<input type="checkbox"/> Athletic Fields	TBD by Sports Ministry Director	\$TBD
<input type="checkbox"/> Youth: Gym & Commons	\$215	\$70
<input type="checkbox"/> Youth: Gym, Commons, Kitchen	\$225	\$75
<input type="checkbox"/> Auditorium/Gym, Commons & Kitchen	\$325	\$100
<input type="checkbox"/> Auditorium/Gym, Commons & Chapel	\$375	\$125
<input type="checkbox"/> Auditorium/Gym, Commons, Chapel & Kitchen	\$425	\$150
		3/7/2017

Equipment/Event Needs

All groups will be required to pay for services related to the use of CrossPoint assets such as tables, chairs, special event cleaning, after hours cleaning and staff liaison charges. Rental fees do not include event set up/recovery.

**Chairs**

- 1-50 \$60
- 51-100 \$100
- 101-200 \$150
- 201-300 \$200\*
- 301-500 \$300\*
- 501-750 \$500\*
- 751-1200 \$700\*

**Tables**

- 1-5 \$25
- 6-10 \$50
- 11-15 \$75
- 16-20 \$100\*
- 21-30 \$150\*
- 31-40 \$200\*
- 41+ \$250\*

\*INCLUDES SET UP FEE

**Table Sizes and Quantities (subject to availability):**

- 5' Round – \_\_\_\_\_
- 4' Rectangle – \_\_\_\_\_
- 6' Rectangle - \_\_\_\_\_

**Miscellaneous Items for Rent (table rental pricing applies, not included in table count):**

- Sign Holders (up to 11x17 paper size) – 4
- Retractable Belts – 24
- Igloo (150 qt.) Coolers - 4
- Sports Equipment – i.e. volleyball net, basketball goals, etc. [different pricing applies]

**Special Event Cleaning**

**East Building**

- Common Areas, RR, Auditorium/Gym - \$130
- Chapel, RR, Common Areas - \$85
- Black Box Area - \$35
- Main Kitchen - \$25
- Auditorium/Gym, Commons & Kitchen - \$150
- Auditorium/Gym, Commons & Chapel - \$200
- Auditorium/Gym, Commons, Chapel & Kitchen - \$220

**West Building**

- Youth Gym, Common Areas, RR - \$100
- Common Areas, RR - \$75
- Classroom (east or west) - \$25
- Youth Kitchen - \$25
- Youth Gym, Commons & Kitchen - \$150

**After Hours Cleaning Charge - \$25/hour**  
**Events running past 10 p.m. (9 p.m. Auditorium Saturday evenings)**

**Parking/Security – Events 500+**

- **Event Parking Fee - \$25/hour (need to be determined by Director)**
- **Security/Traffic Management - \$50/hour (one or two as determined by Director) | 4 hr. min.**

**Staff Liaison - \$40/hour -- three hour minimum**

- **Groups up to 399 will require one Staff Liaison**
- **Groups of 400+ will require two Staff Liaisons**

**NOTE: Staff Liaison must be present for duration of rental period.**

## Technology Event Needs

**All groups will be required to pay for services related to the use of CrossPoint technical assets such as lights, sound and video for the Auditorium, Chapel, Black Box, or Youth Gym.**

**Level A – No technicians required during event**

- General house lights preset

**Level B – One technicians required during entire event (including 1 hour before and after to set and reset equipment)**

- Use of microphones
- Simple sound – such as Itunes
- Simple lighting (stage lights 'on' for entire event requires no light tech)

**Level C – Two to four technicians required during entire event (including one hour before/after to set and reset equipment)**

- Use of microphone
- Complex sound – multiple mics | media | instruments
- Complex lighting requiring change or cues
- Media (unless screens are to remain blank, one media tech required)

**NOTE: All presentations must be in DVD, or formatted for Mac, HD 720, mpeg4, or Q H.264, a VGA video connection and 1/8" audio connection is available at stage and tech booth.**

- **Technician Fees - \$60/hour per technician – three hour minimum**
- **Number of technicians needed determined by Tech Director**
- **Level B & C require a one hour consult fee prior to the event for discussion of tech requirements, etc.**
- **Any events that require the stage to be cleared will be charged an additional three hours for clearing and resetting**

Payment Schedule

Requirements:	Fees:
Space	
Special Event Cleaning	
After Hours Cleaning Charge _____ add'l hours	
Equipment	
Tech – Level Required _____ # of Technicians Required _____	
Staff Liaison – Hours Required _____ # of Staff Liaison Required _____	
Parking/Security	
<b>TOTAL DUE</b>	

**Payment to be made out to “CrossPoint Community Church”. Total payment is due at the time you book your event. If an event is canceled outside of sixty (60) days prior to the event date, full payment will be returned. If an event is canceled between fifty-nine (59) and thirty (30) days of the event date, half of the payment will be returned. If the event is canceled inside of thirty (30) days no refund will be issued.**

# Confirmation of Background Check Completion Form

Background checks on all instructors, must be completed by program directors, prior to the start of the rental agreement.

## *Confirmation of Background Check*

I, \_\_\_\_\_, do hereby acknowledge that I am an  
(Program Director's Name)  
authorized representative of \_\_\_\_\_ during the time  
(Program Name)  
period listed on the Facility Reservation Request.

Background checks have been completed on each adult who is planning to work with minors. Each participant's background check contains no negative information which would indicate or imply that the instructor might be a risk or a threat to any person with whom they may come in contact with during the program.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Program Director's Signature)

## General Information/Instructions

1. **Liability Insurance** – Groups or organizations shall maintain, at their sole cost and expense, comprehensive general public liability insurance from an approved company authorized to do business in the Stat of Texas in which the group or organization is named as an insured. Adequate liability coverage is required for not less than one million dollars (\$1,000,000) and must be reflected that it is primary and not secondary or contributory with any insurance maintained by CrossPoint. The policy must also include coverage for bodily injury including death, property damages, deprivation of civil rights or civil liberties, defamation of character, libel, slander, and other similar causes of action; the group or organization waives any right of subrogation against CrossPoint in connection with any insurance proceeds received by or due to CrossPoint. Groups or organizations will be asked to name CrossPoint as an “additional insured” on their policy. The certificate of insurance shall be furnished at the time of payment.
2. **Non-Profit Status** – Groups or organizations booking an event as a non-profit will need to provide a 501(c)3 form at the time of payment.
3. **Decorative / Utility Items** - (trash cans, kiosks, tables, furniture, etc.) are to be moved only with permission and returned to their original placement site.
4. **Signage** – Groups or organizations may not post any signage on CrossPoint property, except at the facility during the scheduled date and time of the facility reservation. All signage shall be submitted for review prior to posting. No signage may be posted on the walls, windows or other areas of the building without the permission of the Facility Manager. In the event that damage occurs, the group or organization will be charged a repair fee.
5. **Designated Holidays and Non-Use Days** – CrossPoint facilities will be closed on the following designated holidays/non-use days unless permission is granted by the Facility Manager.
  - New Year’s Day
  - Martin Luther King Day
  - President's Day
  - Holy Week (week prior to Easter including Monday after Easter)
  - Memorial Day
  - Vacation Bible School (Sunday-Thursday in the summer TBD)
  - Independence Day
  - Labor Day
  - FallFest
  - Thanksgiving Weekend (Thursday-Sunday)
  - Christmas (week prior to Christmas)
  - Week between Christmas & New Years
  - New Year’s Eve