

**CROSSROADS COMMUNITY CENTER
FACILITY RENTAL AGREEMENT**

6921 4th Avenue
Brooklyn, NY 11209
718.439.5098

Payment for facility use is to be given to secretary upon booking.

Checks are to be payable to "Crossroads Christian Church"

Name of Person/Group Booking Event: _____

Name of Contact Person (if different from above): _____ **Phone:** _____

Type of Function: _____

Date(s) Required: _____

Time(s) Required: (Set-up and clean-up times must be included in the hours)

From _____ To _____ Event Start Time: _____

	Facility or Service (Check that which applies)	Rental Fees	Total
	Up to four hours	\$150.00	
	Four to six hours	\$250.00	
	Six to eight hours	\$350.00	
	A/V Usage (projector and soundboard)	\$75.00 Additional	
			\$_____.00

RENTAL POLICIES

1. Crossroads Community Center is a smoke-free facility
2. Additional charges apply if renter requires a staff member to a.) set up tables, chairs, etc. — **\$25.00** b.) clean up, i.e., put away tables, chairs, vacuum carpets, mop floors, tidy washrooms, etc., — **\$25.00**.

The renter has the option to set up and clean up themselves, with no additional charge.

3. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to **Crossroads Christian Church** and delivered to the secretary upon booking.
4. Indemnification: It is an express term of this agreement that the Renter indemnifies the Church for any costs or damages of any kind incurred by the Church, as a result of the rental of the facility by the Renter.
5. All bookings and arrangements must be made through the church secretary at least **one week** prior to the event.
6. Bookings and arrangements in unusual circumstances may be directed to the Board of Elders of Crossroads Christian Church for approval.
7. Cancellation: A full refund will be given if cancellation notice has been given one week prior to the event. Anything less than **one week** notice, one-half of the payment will be refunded.

RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by Crossroads Christian Church.

Facility rental will be paid in full along with this form: \$ _____

Renter's Name: _____

Renter's Signature: _____

Date: _____

Approval from: _____ Date: _____