

# ***Crosswinds Facility Use Guidelines***

We are happy to make our facility available to you, and trust that it will be suitable for your needs. While we want to minimize the expectations we place upon you, we must insist upon compliance with the following guidelines:

- If the fire alarm sounds off, you must ensure that everyone leaves the building immediately in a calm and orderly fashion. The fire department is automatically notified by our alarm system. If you know that someone has accidentally pulled a fire alarm switch, please be prepared to notify the fire department of that fact upon their arrival.
- Exits from the building may not be blocked at any time.
- We believe that care for children is of utmost importance. If children are present for your event, they must be properly supervised at all times (a minimum of two adults in each room used for childcare). Under no circumstances are children to be left unsupervised in this building.
- In the event that Crosswinds needs your reserved space for an urgent church meeting or function, we maintain the right to relocate your activity in our facility or ask that you find another host facility.
- Guidelines posted in the kitchen for its use and clean-up are to be closely followed.
- The use of alcohol and tobacco is strictly prohibited on church property.
- Please remove all decorations you bring into the facility. No nails, tape that leaves a residue, or anything else that might damage the facility are to be used.
- If there is any damage to the facility due to negligence or abuse, you will be asked to compensate the church for any needed repairs or clean-up.
- As much as possible, please return the room(s) you use to the condition they were in when you arrived.
- While there is no rental fee for the use of the facility, the following fees apply as appropriate:  
    Technical support (sound, lights, projection): \$50 per technician  
    Set-up and custodial: \$50  
    These fees must be paid in advance once approval has been given for the use of the facility. Please make checks payable to *Crosswinds* and attach a note identifying the intended use of the check.

*I have read this whole page and agree to abide by these guidelines.*

*Signed:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Please print your name, address, and telephone number below:*

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone:* \_\_\_\_\_