



### Application for Rental/Use of Facilities

(Please read the back of this sheet carefully)

Group Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact information: Individual's Name \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Proposed Use: \_\_\_ Wedding \_\_\_ Wedding Shower \_\_\_ Baby Shower \_\_\_ Birthday Celebration  
\_\_\_ Anniversary Celebration \_\_\_ Other: Explain \_\_\_\_\_

Date and Time Requested (for weddings, please also include rehearsal date and time):

Date(s): \_\_\_\_\_ Time of Event: \_\_\_\_\_ Expected Number in attendance: \_\_\_\_\_

Actual Time Building will be needed: beginning \_\_\_\_\_ to \_\_\_\_\_

Campus facilities needed: (room numbers indicated in parentheses) *Please remember to request the areas you are going to be using. Other events may be scheduled at the same times & date. The Office staff is not responsible to hold areas not in use for your event.*

- \_\_\_\_\_ Worship Center (3)                      \_\_\_\_\_ Gym (20)                      \_\_\_\_\_ Conference room (14)
- \_\_\_\_\_ Power Source Room (21)                      \_\_\_\_\_ TGIF Room (23)                      \_\_\_\_\_ Nursery (13)
- \_\_\_\_\_ Toddler's Room (12)                      \_\_\_\_\_ Grace Place/Lobby                      \_\_\_\_\_ Quiet Room (5)
- \_\_\_\_\_ Room Behind Grace Place (6)                      \_\_\_\_\_ Kitchen/Classroom (25/26/27) \_\_\_\_\_ Outdoor Space

Does this event require audio / visual staff or equipment? Yes / No

If for a wedding, do you have a pastor to perform the ceremony? Yes/ No

Are you a member of this church? Yes No                      Regular attendee of this church? Yes No

If not, do you currently attend church elsewhere? Yes No

I/We have read and agree with the policies and terms of the agreement set forth on the back of this sheet:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Campus use will be approved on a first come, first serve basis in accordance with policies stated on the back of this paper. In most cases, use will be approved by the scheduler, however, any scheduling conflicts will be resolved by the CrossPointe Leadership Team. Deposit fee is due at time event is approved and scheduled. Scheduled date(s) will not be held without a deposit. Please make one check out in the amount of deposit to be returned to you if conditions are met on the back of this agreement, and a separate check for the rental fee. A copy of this contract will be sent to you once approved. Thank you for your cooperation.

**This space for Office use only:**

**Date of reservation \_\_\_\_\_ Total time needed for building \_\_\_\_\_ to \_\_\_\_\_**

**Use approved by Scheduler \_\_\_\_\_ Pastor \_\_\_\_\_ Deposit amount \_\_\_\_\_**

**Amount paid \_\_\_\_\_ Amount still due \_\_\_\_\_ (please see reverse for fees schedule)**

### **Wedding for member/attendee (with/without use of gym)**

- With CrossPointe Sound Team member- \$50
- Custodial fee - \$75
- A deposit fee of \$100.00 is due at time event is approved and scheduled. Please note that date(s) will not be held without a deposit.

\* A suggested honorarium of \$200 for pre-marital counseling and officiating pastor.

\*There is a \$50 fee to clear/ reset equipment and cords on the stage area.

Guest minister must be credentialed and approved by CrossPointe Family's Church Board before officiating.

### **Wedding for non-affiliated persons (Sanctuary):**

- Without CrossPointe Sound Team Member - \$300
- With CrossPointe Sound Staff - \$350
- Custodial fee - \$100
- A deposit fee of \$200 is due at time event is approved and scheduled. Please note that date(s) will not be held without a deposit.

\*There is a \$50.00 fee to clear/ reset equipment and cords on the stage area.

\* A suggested honorarium of \$250 for pre-marital counseling and officiating pastor.

\* Guest minister must be credentialed and approved by CrossPointe Family's Church Board before officiating.

### **Use of Gym Area for Wedding Receptions:**

Without CrossPointe Sound Staff \$300

With CrossPointe sound Staff \$350

### **Showers, Birthday parties, Anniversaries, Reunions, etc.**

Member/attendee: no charge + \$50 key deposit

Non-Member/attendee: \$50/hr. + \$150 deposit

*Other Events will be evaluated on a case by case basis for charges and limitations.*

### **Reservation Deposit and Refund:**

- Deposit fee is due at time event is approved and scheduled; dates will not be held without a deposit.
- Reservation fee will be returned if facility has been cleaned and returned to pre-event condition; If facilities are left in acceptable condition the reservation fee will be refunded within a 10-day period from time of event.
- If facilities are damaged or not returned to pre-event condition, then the reservation fee will *not* be refunded and will be applied to the cost of cleanup or repairs. The person named on this application will be notified and held responsible for any additional cost to cleanup or repair damage.

### **Payment is expected in the following manner:**

Mail to: CrossPointe Family Church, C/O Scheduler, P.O. Box 67, Kendallville, IN 46755

### **Polices:**

- CrossPointe Family Church is a smoke-free, drug & alcohol-free environment.
- It is our hope that any persons being married in the church will enter into marriage with the godly council of either their own minister or one of our qualified staff people. Understanding the current social climate and in keeping with our convictions, corporate bylaws and the Church of the Nazarene Manual, concerning the sanctity of marriage, we reserve the right to refuse rituals which are not compatible with our traditions as a Christian Church. Although, all people are welcomed to attend services we will not allow same sex marriages to be performed at CrossPointe Family Church.