

CrossWay Church
Event Reservation Request Form

Please fill out this form to the best of your ability. At CrossWay, we do our best to accommodate events; however, submission of this form does not guarantee approval of your event.

Person completing form _____ Today's Date _____

Event Information

Name of Event _____ Date of event _____

Event Contact _____

Email and Phone _____

Is this a CrossWay ministry event? _____ If yes, which ministry? _____

Description of Event:

Event Repeats? _____ If yes, at what frequency? _____

Expected size of group _____ Will Contact named above be present at Event? Y / N
If no, name of Contact at Event _____

Email and phone for Contact at Event _____

Arrival time of Leader/set-up team _____ Notes _____

Start time of Event _____ Notes _____

End Time of Event _____ Notes _____

Expected time of building vacated _____ Notes _____

Room Requests

Please check room(s) being requested. (Approximate capacity listed in parentheses.) More information may be required for some rooms. If unsure which room(s) to request, please list space needs in the "Room Request Notes" section below.

Please note: After event, rooms must be returned to original condition in which they were found.

Room 101 (24)	Sanctuary (600)	Community Room Lobby (40)	LL5 (12)
Room 102 (16)	KidTown (40)	Lower Level Main (100)	LL Café
Room 103 (24)	Club 456 (16)	LL2 (12)	
Lobby (60)	Camp Wannagrow (16)	LL3 (12)	
Kitchen	Community Room (200)	LL4 (12)	

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Room Request Notes:

Resources Request

CrossWay has various resources available for use and will ensure their functionality prior to your event. Please check resource(s) being requested and note quantity needed on line, if applicable.

Please note: Resources will be brought to the location of your event, but set-up and tear-down are the responsibility of your group (unless prior arrangements have been made).

Your group is liable for any damaged or broken resources, as determined by the CrossWay staff team.

8-foot tables (16) _____	Screen for DVD	<u>Ministry use only:</u>
Pub Tables (5) _____	Screen for Computer	Cups, Plates, Utensils**
Chairs _____	Microphones**	Coffee**
Easels (5) _____	Music**	
White Boards* (3) _____	Food Storage**	
Large Garbage Cans (3) _____	Other**	

*white board comes with markers and an eraser

**Please write out in more detail what you are specifically requesting:

Thank you for requesting to use the CrossWay Church facility! You will receive a response email within 7 business days. *Completion of this form does not guarantee event approval.*

If you agree to these terms, please sign below.

- CrossWay strives to provide a safe environment for everyone. Please only use the approved spaces listed in your confirmation email.
- Please supervise all children at all times while in the facility or on the grounds.
- Alcohol or illegal drug consumption on the grounds or in the facility are prohibited at all times.
- Smoking in the facility is prohibited.
- CrossWay is not liable for any stolen or missing items from your event.
- Any damaged or missing equipment or property of CrossWay Church will be charged to the group. By signing, you are taking the responsibility to pay for any damages or losses.

Signature _____ Date _____