

# CROSSROADS CENTER GENERAL POLICIES

- \* The Crossroads Center is a smoke-free, alcohol-free facility which may be used by responsible adults or groups supervised by adults for personal, civic or community events. Children 12 and younger must have adult supervision. It is the responsibility of the Event Coordinator to see that all children are supervised at all times.
- \* Each Event Coordinator is responsible for a non-refundable deposit equal to 25% of the user fee at the time of scheduling. The balance of the user fee must be paid in full at least ten(10) business days prior to the scheduled use. If full payment is not received on time, the Event Coordinator's reservation and use of the facilities will not be guaranteed.
- \* A security deposit, in addition to the usage fees, will be charged for each event. The security deposit will be used for any damage to the building, its contents, or the grounds arising from its use during the scheduled event. It is the responsibility of the Event Coordinator to pay for any damages that exceed the amount of the security deposit, within ten(10) business days of being notified of the amount. If the time of the scheduled event goes beyond the original reservation and total fees charged, the additional fees will be taken out of the security deposit.
- \* User fees include use of the tables, chairs, set-up, garbage pickup and restroom facilities. All requested rooms will remain in their normal set-up unless specific set-up instructions or diagrams are provided. Set-up instructions should be provided at the time the balance is paid or no later than five(5) business days prior to the scheduled event.
- \* The Event Coordinator will be responsible for all decorations, including set-up and removal of decorations, and placing all trash in the proper receptacles.
- \* It is the Event Coordinator's responsibility to obtain approval for early access to the Crossroads Center from the Crossroads Center Coordinator. Access to the facility for set-up and decorating is dependent on the Crossroads Coordinator's approval, based on scheduled events.
- \* The Crossroads Center serves as one of the backup locations for Illini Community Hospital in the event of a disaster of any kind that requires them to vacate their facility. In the event that we should need to cancel an event due to this all monies will be refunded.
- \* First Christian Church of Pittsfield reserves the right to refuse use of the facility.

FOR MORE INFORMATION ON SPECIFIC POLICIES, PLEASE CONTACT THE CHURCH OFFICE!

(217) 285.4129

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