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## FACILITY USE REQUEST FORM

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_ No. of People: \_\_\_\_\_ Serving Refreshments? (YES, if checked)

### Area Requested:

- Conference Room (100-150 people)
- Café (up to 50 people)
- Atrium (150+ people)
- Higher Education Center
- Outdoor event: \_\_\_\_\_ area

An A/V cart, speakers, and a projector are available for your use.  
**Please bring your own laptop.**

Catering/refreshments are the sole responsibility of the requestor. Crossroads does not provide this service.

Catering on site and/or coffee service available.  
Contact Information: BEYOND CATERING SWVA, LLC  
Justin and Meagan Hitt  
(540) 597-3734

Other Special Instructions/Room Setup:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature acknowledges receipt and acceptance of Facility Guidelines Agreement

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### Office Use Only

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Use Fee: \_\_\_\_\_

Fee is payable to The Crossroads Institute and is due the day of the event. We accept all major credit cards and can send an invoice via Square or PayPal if requested. A fee of 2.6% will be added for credit card processing.

## **The Crossroads Institute Facility Guidelines Agreement**

1. Our facilities are generally open from 8:00 a.m. until 5:00 p.m. weekdays. Earlier or later arrival and departure times must be arranged in advance of the event.
2. Event bookings are considered TENTATIVE until we receive the signed *Facility Use Request Form*.
3. Failure to return the signed *Facility Use Request Form* does not automatically cancel a tentatively-scheduled event. The need to cancel should be communicated directly with the facility.
4. If cancellation is necessary, please notify us as soon as possible, otherwise you will be charged the regular fee.
5. Tables at the Higher Education Center are wired to accommodate electronic devices. Mobility of furniture is limited and must be cleared with the facility beforehand.
6. Please use the correct name and location of the facility (as applicable) in advertising, press releases, or notices:  
  
The Crossroads Institute – 1117 East Stuart Drive, Galax VA  
  
The Crossroads Institute Higher Education Center – 208 Cranberry Road, Galax VA
7. Flyers, brochures, posters, or other publications advertising your event may be displayed at the Crossroads Institute. Please provide them as early as possible.
8. Damages to the facility will be the responsibility of the organization hosting the event to the extent caused by the acts or omission of the organization's agents or employees.
9. Material should not be attached to the walls. We have flip chart holders to display posters, charts, etc. It is your responsibility to provide flip chart paper and markers.
10. Exit doors must not be blocked.
11. No tobacco products, alcohol, illegal substances, or weapons are allowed in the building.
12. Only service animals are allowed in the building.
13. Only power strips with surge protection are to be used in the facility.
14. Rooms should be left clean and orderly. Plastic bags are available at the Crossroads Office for use in disposing of excessive trash.
15. Furnishings must be returned to their original configuration.