



Phone: 276-236-0391

1117 E. Stuart Drive, Galax, VA 24333
E-Mail: dalexander@crossroadsva.org

Fax: 276-236-0485

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)

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

Café (up to 50 people)

Crossroads will provide a projector for a fee of \$25.00, or you are welcome to bring your own. If you would like Crossroads to provide projector, please indicate that here:

Atrium (150+ people)

Projector needed. I agree to pay \$25.00 fee.

Higher Education Center

Outdoor event: _____ area

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: Squealer's Catering Service
Mark Davis, Owner
(276) 233-7218

Other Special
Instructions/Room
Setup: _____

Signature of Requestor: _____ Date: _____

Signature acknowledges receipt and acceptance of Facility Guidelines Agreement

Office Use Only

Approved By: _____ Date: _____

Deposit: _____

Room Fee: _____

Additional Staff Needed: **Y** **N**

Additional Fee: _____

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. Crossroads will provide a projector for a fee of \$25.00.
6. Audio/visual equipment and technical assistance at the main facility are limited and must be reserved in advance.
7. 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.
8. 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
9. Flyers, brochures, posters, or other publications advertising your event may be displayed at the Crossroads Institute. Please provide them as early as possible.
10. 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.
11. 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.
12. Exit doors must not be blocked.
13. No tobacco products, alcohol, illegal substances, or weapons are allowed in the building.
14. Only service animals are allowed in the building.
15. Only power strips with surge protection are to be used in the facility.
16. Rooms should be left clean and orderly. Plastic bags are available at the Crossroads Office for use in disposing of excessive trash.
17. Furnishings must be returned to their original configuration.