



Facility Use Request Form

Name of Organization _____

Is this a NorthStar Church Network event? _____

If not, upon approval, you must provide Certificate of Insurance.

Is this group part of a NorthStar Church Network member congregation? _____

Event Description _____

Estimated Attendance _____

Single Event - Date _____

Beginning time _____ Ending time _____

Recurring use – Dates _____

Beginning time _____ Ending time _____

Facilities needed – Multi-purpose room _____ Basement _____
(Occupancy 53) (Occupancy 31)
Living Room _____ Kitchen _____ Deck and Grounds _____
(Occupancy 33)

****Note: Parking is limited to 28 cars total for the property****

Additional Equipment Requests –

Projector _____ DVD Player _____ VCR _____

Reimbursement Fees apply for groups not connected with NorthStar Church Network

Large Group Meeting - \$40.00 per day (10+ individuals)

Small Group Meeting - \$20.00 per day (1-9 individuals)

(Make checks payable to NorthStar Church Network, due at the beginning of the event)

Responsible Person: _____

Please note that the Responsible Person will remain on the premises until all guests/persons involved in the event have left the premises and will accept responsibility for directing the proper use for the facilities.

Phone _____ Email _____

Address _____

Please report any questions or concerns to Mary Beth Inman,
Crosspoint – 703-425-4522 or NorthStar's Annandale office – 703-941-6822
Submit form via email to: office@crosspointhouse.org

FOR OFFICE USE ONLY

Approved: Yes No By Whom Approved: _____

Date of Approval: _____

Fees Paid \$ _____

Note: Copy to be given to applicant after approval. Original Request to be retained in Crosspoint House files.

NorthStar Church Network – Crosspoint House Facility Use Policies



1. All groups desiring use of the Center's facility must complete and submit a Request Form with Crosspoint House.
2. The objectives of the group and the activities conducted on Crosspoint property must not be in conflict with the mission of NorthStar Church Network: An Association of Baptist Congregations.
3. Each group using the facilities has adequate organizational liability insurance and must submit a Certificate of Insurance with Request Form.
4. Each group shall be financially liable for damage to the facilities/equipment and for proper supervision.
5. Appropriate reimbursement fees will be charged where applicable and are due at the beginning of the event.
6. Groups that use the facility on a recurring basis must renew their request each quarter.
7. The Responsible Person named on the Request Form shall be responsible at all times for the conduct of the participants, and will remain on the premises until all participants involved in the event have left the premises.
8. Campfire usage needs prior approval. Campfire will be in designated space. Responsible Person must completely extinguish fire before leaving property.
9. Alcoholic beverages, liquors, tobacco, or non-physician-prescribed drugs are prohibited in and around Crosspoint House.
10. No commercial use entailing sales, bazaars, fundraisers, etc. will be permitted.
11. The noise level will be maintained at a reasonable level for the event.
12. Each group will be responsible for leaving the facilities as they found them or better. All furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside commercial trash bin, etc.
13. NorthStar Church Network will be held harmless by the user for any liability that arises from the use of said facility by any organization or individual not connected with NorthStar.
14. Requests for use of the facility and/or equipment are to be processed with the Facility Caretaker.
15. Requests will be honored on a first-come, first-serve basis as recorded on the Center's Calendar.
16. Requests shall be made 10 days or more prior to the scheduled event. In the event that a change has occurred, notification to the Facility Caretaker immediately is requested to allow the Center to be used by others.
17. The Facility Caretaker reserves the right to accept or deny requests for use of the facility and to cancel or modify established agreements in the Center's best interest regarding property management, requirements for use of the facility by a NorthStar congregation (which shall always have priority), and the Center's relationships with governmental regulations.

We have read and agree to comply with the Crosspoint House Facility Use Policies.

Signature of Responsible Person _____

Name of Organization: _____