

CROSSROADS CENTER
AGREEMENT FOR BUILDING USE

This agreement is entered into this _____ day of _____, 20____ by and between First Christian Church of Pittsfield, Illinois (hereinafter "the Church"), which operates the "Crossroads Center" and _____ (hereinafter "Event Coordinator").

We are pleased to make the Crossroads Center available to each Event Coordinator. We ask that you accept and abide by all Crossroads Center policies. If you have any questions, you may call the Church office at 217/285-4129. Please sign and return the contract to First Christian Church, PO Box 306, Pittsfield, IL 62363. The Crossroads Center Coordinator is the primary point of contact for issues regarding use of the Crossroads Center. The Crossroads Center Coordinator is an employee of the Church.

GENERAL POLICIES

The Crossroads Center is the facility located at 125 W. Jefferson Street, Pittsfield, Illinois. The Crossroads Center is owned and operated by the Church. The Crossroads Center's rooms and accommodation options are more fully described in the section entitled Crossroads Center Fee Schedule, below.

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 must have adult supervision. It is the responsibility of the Event Coordinator to see that all children are supervised at all times.

Crossroads Center is not available for contractual use on Wednesdays beginning at 2:00 pm, Sundays before 12:00 pm or other times scheduled in advance by the Crossroads Center Coordinator. The Church reserves the right to refuse use of the facility.

Each Event Coordinator shall pay 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 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. 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 shall include use of tables, chairs, garbage pickup and restroom facilities. All requested rooms will remain in their normal set-up unless specific set-up instructions or diagrams are provided. There will be a \$100 set up fee if church staff is needed for set up. If the Event Coordinator can arrange for their own set up, that fee will be waived. Church staff will need the set-up instructions at least 7 days in advance if you choose that option.

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 upon the Crossroads Center Coordinator's approval, based on scheduled events.

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A security deposit, in addition to the usage fees, will be charged for each event. The security deposit will be used to pay 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 10 business days of being notified of the amount.

The Event Coordinator agrees that its use of the Crossroads Center will fully comply with all local, State, and Federal laws, regulations, and ordinances, as applicable to the type of use. The Event Coordinator will be solely responsible for any and all liability, costs, expenses, claims, demands, damages, personal injuries, and causes of action, judgments, or attorney's fees that may arise out of the acts or omissions of the Event Coordinator, its employee(s), agent(s), or volunteer(s), or any other person(s) while the Event Coordinator is in control of the Crossroads Center, and the Event Coordinator shall indemnify, defend, and hold harmless the Church, and its employees, agents, and insurers from and against any and all liability, costs, expenses, claims, demands, personal injuries, causes of action, judgments, attorneys' fees, which may arise out of the acts or omissions of the Event Coordinator, its employee(s), agent(s), volunteer(s), or any other person(s) while the Event Coordinator is in control of the Crossroads Center.

If the Event Coordinator's event involves offering any item(s) for sale, or if the Event Coordinator's event involves any dangerous activity, then the Event Coordinator agrees to keep and maintain in effect liability insurance in sufficient type(s) and amount(s) to cover any and all liability that may arise out of the Event Coordinator's use of the Crossroads Center, and the Event Coordinator will supply the Crossroads Center Coordinator with Certificate(s) of insurance before taking possession of the Crossroads Center evidencing such coverage, upon request of the Crossroads Center Coordinator. The Event Coordinator agrees to add the Church as an additional insured to its applicable policy(ies) of insurance on a primary basis and not excess of or contributing with any other policy available to the Church. The Event Coordinator agrees to provide the Church with an additional insured endorsement evidencing such coverage before taking control of the Crossroads Center, upon request of the Crossroads Center Coordinator. If food will be offered at the Event, the Event Coordinator agrees to comply with all the Pike County Health Dept. Guidelines and any other applicable laws or regulations. The Church reserves the right to require compliance with this paragraph for any activities that, in the Church's sole discretion, are dangerous.

SCHEDULING INFORMATION FOR CROSSROADS CENTER

Event: _____

Day: _____

Date: _____

Time Start: _____

Time Finish: _____

Estimated Attendance: _____

Organization: _____

Non-Profit: Yes No

Main Contact Person: _____

Address: _____

Day Phone: _____

Evening Phone: _____

Cell Phone: _____

E-mail: _____

Secondary Contact Person: _____

Address: _____

Day Phone: _____

Evening Phone: _____

Cell Phone: _____

E-mail: _____

CROSSROADS CENTER FEE SCHEDULE*

ROOMS/ITEMS	DESCRIPTION	FEE
SMALL MEETING ROOM	ACCOMMODATES 30 PEOPLE	\$25 HOUR; OR \$125/6 HOURS; \$15 EACH HOUR AFTER
MAIN DINING HALL	ACCOMMODATES 240 PEOPLE	\$60 HOUR; OR \$400/8 HOURS; \$50 EACH HOUR AFTER SET UP FEE \$100
GYM AS DINING HALL	ACCOMMODATES 400 PEOPLE	\$100 HOUR; or \$600/8 HOURS; \$50 EACH HOUR AFTER SET UP FEE \$100
GYM AS DINING HALL WITH MEAL PROVIDED BY CROSSROADS CENTER	ACCOMMODATES THE ABOVE MENTIONED NUMBERS. MENU CHOICES ARE AVAILABLE FOR \$12-\$20 PER PLATE. NORMAL FEES FOR DINING AREAS WILL NOT BE CHARGED IF MINIMUM FEE OF \$2,400 IN THE GYM AND \$950 IN THE DINING ROOM ARE MET.	\$12-\$20 PER PLATE SET UP FEE WAIVED AND TABLECLOTHS ARE PROVIDED IF MINIMUMS ARE MET.
KITCHEN - SERVING ONLY	NO COOKING OR USE OF EQUIPMENT ALLOWED. USE OF WALK IN, WARMING OVEN & 3 WELL SINK ARE INCLUDED FOR A FEE.	\$100
MAIN DINING HALL FOR A WEDDING RECEPTION	ACCOMMODATES 200 PEOPLE	\$500; \$150 EXTRA FOR EXTRA DAY SET UP OR DECORATING
GYM AS DINING HALL FOR A WEDDING RECEPTION	ACCOMMODATES 400 PEOPLE, INCLUDES SET UP THE DAY OF OR DAY BEFORE EVENT MUST BE CATERED	\$1200 TO INCLUDE USE OF THE KITCHEN AS STATED ABOVE AND \$1700 IF DINING ROOM IS NEEDED ALSO
TABLECLOTHS	DECORATIVE FABRIC TABLE COVERS AVAILABLE IN WHITE AND BLUE	\$4 PER TABLECLOTH
GYM FOR ACTIVITIES	CONTAINS BASKETBALL COURT, WALKING TRACK	\$50 HOUR/\$400 MAX PER DAY
SPORTS EQUIPMENT	BALLS, VOLLEYBALL NET	\$5 HOUR
SOUND TECHNICIAN	FOR USE OF CROSSROADS SOUND EQUIPMENT, A CROSSROADS SOUND TECHNICIAN IS REQUIRED	\$25 HOUR
SECURITY DEPOSIT	THE SECURITY DEPOSIT IS A FEE TO COVER ANY DAMAGES THAT OCCUR TO THE CROSSROADS CENTER DURING THE SCHEDULED EVENT. THE SECURITY DEPOSIT IS MANDATORY AND CAN BE REFUNDED, IN FULL OR IN PART, WITHIN 10 BUSINESS DAYS OF THE SCHEDULED EVENT.	ADDITIONAL 50% OF THE TOTAL FEES FOR THE SCHEDULED EVENT

*The above fee schedule is good for events that have been booked as of the agreement date. Any events scheduled after that date may be subject to a price increase based on the fee schedule.

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ROOM & EQUIPMENT REQUEST FOR CROSSROADS CENTER

ROOMS/ITEMS	NEEDED	TIME NEEDED	SET-UP NEEDED	FEE
SMALL MEETING ROOM				
MAIN DINING HALL				
GYM AS DINING HALL				
MAIN/GYM DINING HALL WITH MEAL PROVIDED BY CROSSROADS CENTER				
KITCHEN - SERVING ONLY				
TABLECLOTHS				
GYM FOR ACTIVITIES				
SPORTS EQUIPMENT				
SOUND TECHNICIAN				
SECURITY DEPOSIT	MANDATORY	MANDATORY		
			TOTAL:	

CROSSROADS CENTER CONDITION OF BUILDING FORM

AREA	DESCRIPTION OF EXCEPTIONS TO NORMAL WEAR (PRE-EXISTING)	CROSS-ROADS INITIAL	EVENT COORD. INITIAL
SMALL MEETING ROOM			
MAIN DINING HALL			
GYM			
KITCHEN			
ENTRYWAYS			
OTHER			

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The total fees for the scheduled event are: \$ _____

The 25% non-refundable deposit is \$ _____

It has been/will be paid on/by _____ in the form of cash/check # _____.

The remainder of the total fees is \$ _____

It has been/will be paid on/by _____ in the form of cash/check # _____.

The security deposit of \$ _____ will be returned by _____ in the event of no damage to the Crossroads Center.

Thank you for using our facilities. We sincerely hope you enjoy your experience in the Crossroads Center.

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. If we should need to cancel an event due to this all monies will be refunded.

The Crossroads Center Coordinator and Event Coordinator have both read and understand the general policies, scheduling information, room request, fee schedule and condition of building form and agree to the conditions and fees set forth in each page and paragraph of this document. The Crossroads Center Coordinator is duly authorized to sign this document on behalf of the Church.

The Event Coordinator understands and agrees that, except in the case of gross negligence, First Christian Church of Pittsfield, Illinois and Crossroads Center will not be held liable for any damage to, loss of, or theft of Event Coordinator's property while it is on the premises of First Christian Church of Pittsfield, or Crossroads Center.

FIRST CHRISTIAN CHURCH OF PITTSFIELD
By:

Crossroads Center Coordinator (printed)

Crossroads Center Coordinator (signature)

Date

EVENT COORDINATOR
By:

Event Coordinator (printed)

Event Coordinator (signature)

Date

SUMMARY OF DAMAGES/CHARGES FOR CONDITION OF BUILDING

AREA	DESCRIPTION OF EXCEPTIONS TO NORMAL WEAR (POST SCHEDULED EVENT)
SMALL MEETING ROOM	
MAIN DINING HALL	
GYM	
KITCHEN	
ENTRY WAYS	
OTHER	

Due to the condition of the Crossroads Center following the scheduled event, as listed above, the following amount of money will be withheld from the security deposit in order to cover the expenses involved in fixing any damage.

Security Deposit amount to be retained by Crossroads Center: \$ _____

Security Deposit amount to be returned to Event Coordinator: \$ _____

Additional fees due to cover damage in excess of Security Deposit: \$ _____

Crossroads Center signature

Event Coordinator signature

Date

Date