

# FACILITY USE GUIDE

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**Crosspoint Community Church**

1920 W. Dimond Blvd, #K

Anchorage, AK 99515

907.868.5147

[inquiry@crosspointcommunity.com](mailto:inquiry@crosspointcommunity.com)

[www.crosspointcommunity.com](http://www.crosspointcommunity.com)



## FACILITY USE AT CROSSPOINT COMMUNITY CHURCH

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Community matters to us. Whether it's a celebration, a business meeting, or a learning opportunity, we want to help you build your community. Please read through this guide and let us know how we may assist you in planning your event.

Here is what we can offer you:

- Plentiful free parking
- Lobby with seating
- Full kitchen
- 7000 sq ft auditorium with platform
- 28 - 5 ft round tables
- 8 - 8 ft rectangular tables
- 12 - 6 ft rectangular tables
- 400 chairs
- Piano
- Theatrical lighting
- Audio system
- Projection system
- 8 classrooms of various sizes

## AUDITORIUM RENTAL

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### **Weddings/Receptions /Large Events and Parties**

\$200/hour and a \$400 event surcharge\*. (Includes use of lobby, 1 attendant's room and use of kitchen for professional licensed caterer). 5 hour minimum. Additional set-up/clean up time- \$75/hour

Kitchen use for weddings or other events (non-professional caterer)- \$275

(Please note that food cannot be cooked in kitchen, only reheated. There is a limited amount of refrigerator and freezer space available.)

### **Reservation Deposit**

A non-refundable \$200 deposit is required when the reservation is made. Final payment must be made two weeks before your event.

### **Safety Deposit**

A \$300 or (\$500 if alcohol will be served) refundable safety deposit is also required 2 weeks prior to the event. The deposit will be held 10 weeks after the conclusion of the event. Any and all damage will be assessed at that time and the deposit refunded accordingly.

Room rental charge is figured by counting the party hours plus three hours for your set up and clean up. Room rental includes removal of tables, chairs and any other equipment owned or provided by Crosspoint Community Church. It does not include handling of caterer's equipment and supplies. All your items must be removed and the space cleared out by you within an hour after the scheduled party end time.

\*Includes cleaning of all rooms with the exception of kitchen. Users must remove all décor and belongings.

Please note sound system is not available for wedding receptions or large parties-you must contract out for DJ's and they must provide their own equipment.

Auditorium rental includes the use of 23 round tables, 20 (6ft and 8ft) rectangle tables, and 300 chairs.

All your items must be removed and the space cleaned up, according to the checklist provided, within an hour after the scheduled party end time.

## OTHER EVENTS OR MEETINGS

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### **Auditorium**

#### **Monday-Friday, 9:00am-4pm**

\$100/hour (3 hour minimum)

\$375 Janitorial service fee (may be waived in some cases for non-profit organizations choosing to perform janitorial services themselves)

Additional set-up/clean up time- \$50/hour

#### **Monday-Friday 4pm-11pm or Saturday anytime**

\$175/hour (3 hour minimum)

\$375 Janitorial service fee (can be waived for non-profit organizations choosing to perform janitorial services themselves)

Additional set-up/clean up time- \$75/hour

Kitchen use- \$40 fee if event is catered by professional or \$80 fee if event user is providing food service (coffee maker, carafes, drink dispensers and pitchers are available for a \$30 flat fee)

### **Reservation Deposit**

A non-refundable \$100 deposit will be charged when the reservation is made. Final payment must be made two weeks before your event.

### **Safety Deposit**

A \$300 or \$500 (if alcohol will be served) refundable safety deposit is also required 2 weeks prior to the event. The deposit will be held until 1 week after the conclusion of the event. Any and all damage will be assessed at that time and the deposit refunded accordingly.

## OPTIONAL CHARGES

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### **Grand Piano**

\$75 (can be set-up only on the stage)

### **Stage Lighting**

\$35 to use lights as they are set or \$80 to have lights reset for your event. You provide your own skilled tech to run lights during event, facility overseer must approve.

### **Projectors**

\$30 rental fee

Room rental charge is figured by counting the party hours plus a minimum of 1.5 hours for your set up and cleanup. Room rental includes conversion of other equipment owned or provided by Crosspoint Community Church. Auditorium rental includes use of 23 round tables, 14 (6ft and 8ft ) rectangle tables, and 300 chairs. All your items must be removed and the space cleaned up according to the checklist provided, within an hour after the scheduled event end time.

**Classroom** and **lobby** rates vary. They are usually based on class size and duration. Please contact Tiffany Dennis at 907.602.6992 for a price quote.

## CROSSPOINT FACILITY USE POLICIES

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1. Priority will be given to organizations or individuals associated with a Crosspoint Ministry or FPC, then to organizations which provide faith-based services to our community. Crosspoint reserves the right to review the goals of any group/individual requesting meeting space and deny use to any group/individual or activity which is not in keeping with our mission.
2. It shall be the responsibility of the user to research and secure any special registration, permit, business license, or insurance that may be required by the Municipality of Anchorage, State of Alaska, or other regulatory agency for events or activities planned.
3. Use of food and beverages must be approved in advance by Crosspoint. All food and beverages planned must be supplied by the user. Please take care if the use of any food or beverages is planned, and remove or dispose of leftover items and trash after the event in the dumpster to the rear of the building.
4. Smoking is not allowed in the facility or within 50 feet of any entrance as per Anchorage Municipal code.
5. Alcohol Use Policy: please see below.
6. All decorating plans must be discussed and approved with the Crosspoint's event coordinator. No glitter is allowed in auditorium.
7. Ceiling decorations must be pre-approved. Decorations may not be affixed with tape of any kind, staples, tacks, nails, or glue. Confetti, glitter, bubbles, smoke and fog machines are not allowed.
8. The staff may inspect the decorations and request removal if deemed unacceptable or unsafe.
9. We take no responsibility for loss or damage to any property or personal effects brought by you or any guest.
10. Fire exits must remain clear of obstruction at all times.

11. All decorations must be taken down and removed from the building at the conclusion of your event. Anything left behind will be assumed to be trash and will be dealt with accordingly.

12. Failure to follow these rules will directly impact the refund of your safety deposit. Any violations of this policy will result in the loss of all or part of your security deposit.

13. Any damage to the walls, floors, furniture or equipment is the responsibility of the user. The user must notify Crosspoint of any damage done to the facility and will reimburse Crosspoint for any costs associated with cleaning, repair or replacement of damaged items.

14. Users will remove all decorations, food, or equipment brought into the building. Users may not leave facility until an inspection is completed by onsite manager)

15. Users are responsible to re-set any plants or any other décor moved if any changes are made.

16. Parking and entry to Crosspoint is available at both the front and the rear of the South Plaza Mall building. For large groups, users should encourage parking in the rear to minimize conflicts with other mall tenants.

17. Activities are not permitted to overflow onto outdoor sidewalks or parking areas. We need to be considerate of our neighbors. Please keep noise to a minimum at the rear parking area, as this is close to a quiet residential neighborhood. Children must be supervised at all times.

18. Crosspoint will not be responsible for the security of valuables, or the loss or damage of any item left in the facility. The user will hold Crosspoint harmless for any losses, damages, claims, expenses, or for injury or death to persons or property damage resulting from the acts or omissions of user or user's invitees.

## ALCOHOL USE POLICY

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**ALL EVENTS: Only beer, champagne, and white wine are allowed. No hard alcohol. No red wine.**

### **Catered Events**

Caterers must provide Crosspoint Community Church with a copy of their rules and license to serve alcohol if there is to be alcohol at an event. They must use servers with TAM cards.

### **Non-catered Events**

This includes events where the food was delivered by a caterer, but they have not provided staff to be present during the entire event.

Alcoholic drinks may not be sold at Crosspoint Community Church unless you buy a temporary license available from the city and use TAM servers. Contact the Municipality of Anchorage for details.

**No open kegs are allowed.**

You must provide a list of names and copies of the photo ID and TAM card to Crosspoint of TAM servers you will be using by 1 week before event. Servers must have photo ID's and Tam cards on their person during event.

If free alcohol is provided for a private party, a TAM server must be hired to serve. Many local hotels have licenses and TAM servers you can arrange to hire, even if they do not provide food.