

# CROSSPOINT

*A Community Following Jesus Loving People*

## Crosspoint Facility Use Policies

1. Priority will be given to organizations or individuals associated with a Crosspoint ministry or 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 left over 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. (Municipal code).
5. ALCOHOL POLICY

Hard alcohol is not allowed, but beer, wine & champagne may be served.

Beer must be in no larger than pony size (8 gallon) containers.

### Catered Events

Caterers must provide Crosspoint 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 unless you buy a temporary license available from the city and use TAM servers. No "open kegs" are allowed. Guests must be served rather than help themselves. If free alcohol is provided for a private party, a TAM server must be hired to do so. Many local hotels have licenses and TAM servers you can arrange to use, even if they do not provide food

6. The use of Crosspoint's equipment, such as sound system, video equipment, kitchen facilities, tables, chairs, etc, is allowed with prior approval from Crosspoint. Charges will apply.
7. All decorating plans must be discussed and approved with the Crosspoint's event coordinator.
8. 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.

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9. The staff may inspect the decorations and request removal if deemed unacceptable or unsafe.
10. We take no responsibility for loss or damage to any property or personal effects brought by you or any guest.
11. Fire exits must remain clear of obstruction at all times.
12. 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.
13. 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 \$200 Deposit.
14. 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.
15. Users will remove all decorations, food, or equipment brought into the building. Users will be given a clean-up check upon signing facility use contract. Users may not leave facility until an inspection is completed by onsite manager)
16. Users are responsible to re-set any plants or any other décor moved (if any changes are made ( This does not include furniture.)
17. 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.
18. 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.
19. 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.