

Our Facility

Sanctuary: This is the heart of our church and can seat up to 250 people. Seating may be rearranged, as long as it is returned to the original configuration when your event is over.

Narthex: This is the vestibule area leading into our sanctuary. We do have tables in this area that are available for your use.


Kitchen: We have a fully equipped kitchen located upstairs adjacent to both the Sanctuary and the Narthex.

Classrooms: We have 6 classroom areas available in our lower level. In addition, we also have a childcare and a nursery room. All rooms have tables and chairs available for your use.

Outside Entry: This area is also available for decorating and greeting. You may wish to consider its usage for your event.

Our Guidelines and Procedures

1. First, please contact our church office to check on your desired date and our building availability.
2. Our facility will be reserved based on the date the reservation form is received.
3. The Pastor or Chair of the Trustees must approve each request.
4. The "Contact Person" listed on the reservation form is responsible for the condition of our building upon the completion of your event.
5. If you encounter problems with the facility, please notify our church office or the chair of Trustees as soon as possible.

 ***Smoking is not allowed in the building—nor are alcoholic beverages (or other intoxicants) permitted in our building or on our church grounds. Failure to comply with these requests will result in immediate cancellation of the event without refund.***

Building Reservation Request

Please fill out and return this portion to our church office.

Today's date: _____

Date of your event: _____

Time of your event:
_____am/pm to _____am/pm

Contact Person: _____

Phone numbers we can reach you:
Home: _____ ***cell/work:*** _____

Number of people expected at your event: _____

Rooms you desire for your event:
(check all that apply)

- Sanctuary*** ***Narthex***
 Kitchen ***Outside/Entry***
 Classroom(s)

If you require more than one classroom, please indicate the number you need here: _____

Insurance carrier: _____

**CROSSROADS
UNITED METHODIST CHURCH**



A place where Faith and Friendship meet...

**5901 Hogan Road
Waunakee, WI 53597
Ph. (608) 849-9599**

e-mail at crossrds@chorus.net

***A Planning Guide
For your event...***

*We are pleased to offer the opportunity
to share the use of our church building
with our community.*

*We invite you to look over the services
we have to offer for your event.*

*Please fill out the information requested
and we will look forward to contacting
you to aid you in your planning.*

Services

***Do you require Custodial assistance for
your event? Yes No***

***Do you need help arranging
rooms/sanctuary for your event?
 Yes No***

***Will you need to arrange with us for
deliveries/decorating (floral, etc.) or
removal? Yes No***

***Please check any kitchen needs that
would apply for your event.***

- Refrigeration***
- Cooking***
- Dishes/silverware/dishwasher***
- Stemmed goblets (these do require
hand washing by users).***

***Will you need a key to enter the
building outside of our business hours?***

- Yes*** ***No***

Applicant Signature








*Signature of Designated Representative of Crossroads
UMC (Chair of Trustees, Pastor or Pastor's Assistant)*

Donation Schedule

*We are blessed to be able to offer our
building for the enjoyment of our
members and our community.*

*In order to continue our mission, we ask you to
consider a donation that will support the life
work of our church.*

*We believe giving to the church, and to one
another, should be exercised within a person's
freedom and responsibility. To aid you in this
consideration of helping our church to continue
as a thriving faith community, we offer the
following as a suggested donation opportunity.*

-  *Non-profit group:
Voluntary donation*
-  *Member event: Voluntary donation*
-  *Non member event \$20/hour*
-  *Recurring member event \$10/hour*
-  *Kitchen Usage: \$50/event*
-  *Custodial Gift: \$25 - \$50*
-  *Wedding/funeral—please contact our
church office for guidance.*

*If you feel that you have special circumstances,
please contact the Chair of Trustees or our
church office.*

Contact information-
*Crossroads United Methodist Church
Pastor Rachel Cobb
Pastor's Assistant: Patty Hook
Church Office Phone: (608) 849-9599
Chair of Trustees: Pat Baldwin
Phone: (608) 849-8075*