Crossroads Community Room

500 SQUARE-FOOT CLASSROOM SPACE AVAILABLE TO RENT FOR MEETINGS, CLASSES, AND PARTIES

available:
MONDAY – SATURDAY  7:00AM – 8:30PM
SUNDAY  7:00AM – 5:30PM

Full details on the back.

CrossRoads BELLEVUE

15600 NE 8TH · BELLEVUE, WA 98008 · CROSSROADSBELLEVUE.COM · 425.644.1111
RENTAL INFORMATION

The Community Room is located down the hallway next to Old Navy.
Available Monday–Saturday
7:00am–8:30pm
Sunday 7:00am–5:30pm

Room Rate
MEETINGS & CLASSES
$10/hour
PARTIES
$15/hour

REGISTERED 501C 3 NON-PROFIT
Not-for-profit organizations will receive one free booking per month (up to 4 hours). Rental rate for additional bookings during the same month is $5/hour. Proof of 501c3 status is required.

Private Parties
A $100 deposit must be paid separately from the room rental fee. Payment must be made one week prior to the event and is refundable if the room is left in satisfactory condition.

Food
It is preferred that any food catered to the Community Room comes from Crossroads food merchants. An additional $25 charge will be added if outside catering is used.

Terms of Payment
Payment is due one week prior to use.

Room Size & Occupancy
The Community Room is 20' x 26'. Maximum occupancy is 30 people. Each adult, child, and stroller count as one person.

Amenities
NO CHARGE
• Tables and chairs are provided. Choice of theater seating with one speaker's table or classroom table seating, up to a maximum of four 8' tables and 30 chairs, five 8' tables and 24 chairs, or six 8' tables and 16 chairs.
• Wall-mounted flat screen TV with dvd/vhs player (Use must be arranged at time of reservation)
• Wireless internet access (Contact Guest Services or Security to obtain the network password)
• Pull-down screen for projectors
• Wall-mounted whiteboard

Click on Events calendar to view dates and times that are already booked.

Click on Guest Services tab.
Scroll down to Community Room Reservations and click on Make a Reservation.
Ten days advance notice is required for all community room reservations.

Crossroads Community Room Policy
The purpose of the Crossroads Community Room is to foster inclusive community participation by providing a safe, low-cost meeting space for use by civic, community, cultural, educational, political, or religious organizations, groups, and individuals.

The Community Room shall not be used for profit, entrepreneurial, or commercial purposes of any kind. No admission fee may be charged for profit, nor funds solicited for profit, at any meetings or classes held in the Community Room.

Permitting use of the Community Room does not constitute endorsement by Crossroads Shopping Center of the organization, the goals, objectives, or activities of the organization, or the content of any communications made by the organization.