



**2025 COMMUNITY ROOM USE AGREEMENT**

This Agreement is made and entered into between Terranomics Crossroads Associates, LP a California limited partnership (hereinafter sometimes referred to as "Terranomics" or "Crossroads Bellevue") owner of Crossroads Shopping Center, Bellevue, WA, and

Organization/Individual ("User"): \_\_\_\_\_

Contact Name: Phone (s) Email: \_\_\_\_\_

Please Note: Crossroads Bellevue is owned and operated by **Terranomics Crossroads Associates, LP** The Crossroads Community Room is available for use by civic, community, cultural, educational, political or religious organizations, groups and individuals for meetings. Permitting use of the Community Room does not constitute endorsement nor does it constitute any representation by Crossroads of the organization, the goals, objectives or activities of the organization.

Date(s) and Time (s): \_\_\_\_\_

\_\_\_\_\_

Using Room for Purpose of: Open to Public  Private

Please provide a description of the activity that will take place in the Community Room (if your meeting is public, this description will be posted on the Community Room webpage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES:**

- **\$15.00**/hour for members of the public.
- Non-profit organizations are eligible for one free booking per month for up to 4 hours. Proof of 501c3 status is required. All subsequent bookings in that month will be charged at a rate of **\$10.00**/hour.

Total hours requested: \_\_\_\_\_ Rental Fee total: \$ \_\_\_\_\_

**Please return this agreement along with your payment in order to confirm your booking.** Your time slot will not be reserved until payment is received. Accepted forms of payment include cash, check, or credit card. Make Checks Payable to: **Crossroads Bellevue**. Applications and payment may be dropped off in person at Guest Services during business hours or mailed to: **Crossroads Bellevue, Attn: Stephanie Locke, 15600 NE 8th Street, Ste #K-17 Bellevue, WA 98008**



## COMMUNITY ROOM RULES & REGULATIONS

- User shall use Community Room during the reserved period only for the exclusive and limited purposes noted in the agreement.
- The Community Room will be set up and ready for you to use on the date and time listed in your agreement. In the event that the room is locked, please contact Crossroads Security at (619) 695-7594 and they will unlock it for you.
- Crossroads Security is your contact for questions regarding use of the TV, DVD/VHS, Wi-Fi password and Remote. A deposit of a valid driver's license or credit card is required for use of remote.
- If there is a change in the contact person you have designated in this Agreement, please notify Stephanie Locke in Guest Services at (858) 255-4942 and also in writing at: [slocke@crossroadsbellevue.com](mailto:slocke@crossroadsbellevue.com) as soon as possible to amend the agreement.
- If User needs to cancel the reservation, notice of cancellation must be given to Crossroads Bellevue by phone and via email.
- Table and chair arrangement must remain exactly as the original set up to allow for ease of exiting in the event of an emergency.
- Strollers, shopping carts, equipment or personal items must NOT be left in the hallway outside of the room.
- Only food and beverages purchased from a Crossroads Bellevue business may be served and/or consumed in the Community Room. Please wipe down the tables and pick up garbage if you have enjoyed food or beverages in the room.
- Please do not use Permanent markers on the white board or anywhere in the room.
- The cork boards on either side of the white board are available to hang items. Tape or tacks may not be used on the walls, ceiling, white board, or anywhere else in the room.
- No open flames are allowed in the Community Room or anywhere in the Shopping Center (i.e. Sterno fuel or candles).
- Any publicity which uses the Shopping Center name must be approved by Crossroads Bellevue in writing in advance.
- Posters, flyers, sandwich board signs or other advertisements may not be displayed anywhere on the property, with the exception of the Community Bulletin Board.



## **CROSSROADS BELLEVUE RULES AND REGULATIONS**

1. The sidewalks, entrances, passages, courts, elevators, vestibules, stairways, corridors or halls in the Shopping Center shall not be obstructed or used for any purpose other than ingress or egress. The halls, passages, entrances, elevators, stairways, balconies and roof are not for the use of the general public, and Crossroads Bellevue shall in all cases retain the right to control or prevent access thereto by all persons whose presence in the judgment of Crossroads Bellevue shall be prejudicial to the safety, character, reputation or interests of the Shopping Center and its tenants. Users shall not enter the mechanical rooms, air handler rooms, electrical closets, janitorial closets, or go upon the roof of the Shopping Center buildings without the prior written consent of Crossroads Bellevue.
2. No sign, picture, advertisement or notice shall be inscribed, exhibited, painted or affixed by any User on any part of, or so as to be seen from the outside of, the Crossroads Community Room, except with the prior written consent of Crossroads Bellevue. No obstructions or advertising devices of any kind whatsoever shall be placed in front of or in the passageways, hallways, lobbies or corridors of the Community Room by User without Crossroads Bellevue's prior written consent. In the event of the violation of the foregoing by any User, Crossroads Bellevue may remove the same without any liability, and may charge the expense incurred in such removal to the tenant violating this rule.
3. The toilets, wash basins and other plumbing fixtures shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags or other substances shall be thrown therein. All damage resulting from any misuse of such fixtures shall be borne by User who, or whose servants, employees, agents, visitors or licensees, shall have caused the same.
4. User shall not use personal/individual space heaters in the Community Room.
5. Without Crossroads Bellevue's prior written consent, no User shall mark, paint, drill into, or in any way deface any part of the Community Room or Shopping Center.
6. The Community Room shall not be used for lodging or sleeping or for any immoral or illegal purposes.
7. No User shall throw anything out of doors or down the public corridors, stairways or other



Common Areas of the Shopping Center.

8. No User shall do or permit anything to be done in the Community Room, or bring or keep anything therein, which shall in any way increase the rate of fire insurance on the Community Room, the Shopping Center, or on the property kept therein, or obstruct or interfere with the rights of any tenants, or in any way injure or annoy them, or conflict with the regulations of the Fire Department or the fire laws, or with any insurance policy upon the Community Room, Shopping Center, or any part thereof, or with any rules and ordinances established by the Health Department or other governmental authority.
9. User shall not install or operate vending machines within the Community Room.
10. No additional locks or bolts of any kind shall be placed upon any of the doors or windows by any User, nor shall any User make any changes in existing locks or in the mechanisms thereof.
11. All deliveries or removals, or the carrying in or out of any freight, furniture, or bulky matter of any description must take place at the time and in the manner which Crossroads Bellevue may determine from time to time. Users shall endeavor to schedule deliveries and the activity of delivery trucks and vans during hours other than those during which the Shopping Center is open to the public for business. The moving of safes or other fixtures or bulky matter of any kind must be made upon previous notice to the manager of the Shopping Center and under his supervision, and the persons employed by User for such work must be acceptable to Crossroads Bellevue.
12. No User shall engage in advertising which, in Landlord's opinion, tends to impair the reputation of the Shopping Center or its desirability as a first class, high quality Shopping Center.
13. All doors opening into public corridors shall be kept closed, and, during non-business hours, locked, except when in use for ingress or egress.
14. Canvassing, soliciting and peddling in the common areas, Parking Areas or on the sidewalks or walkways adjacent to the Shopping Center are prohibited without Crossroads Bellevue's prior written consent. User shall not use sign spinners or human directionals on the perimeter of the Shopping Center or walkways adjacent to the Shopping Center.
15. No explosives or firearms shall be brought into the Shopping Center.
16. Crossroads Bellevue reserves the right to close and keep locked all entrance and exit doors of the Shopping Center during such hours as Landlord may deem to be advisable for the adequate-protection of



the Shopping Center.

17. All parking ramps and areas, pedestrian walkways, and plaza and other public and Common Areas forming a part of the Shopping Center, if any, shall be under the sole and absolute control of Crossroads Bellevue, who shall have the exclusive right to regulate and control these areas.

18. The parking of vehicles of employees of Users shall be done only in those areas designated by Crossroads Bellevue which may be changed from time to time in Crossroads Bellevue's sole discretion. There shall be no overnight parking or storage of vehicles in any parking areas and Crossroads Bellevue reserves the right to remove the same at the owner's sole cost and expense.

19. No User shall stock, store or warehouse merchandise in, on or at the Community Room.

20. Users during their period of usage shall maintain the Community Room free of insects, rodents, vermin and other pests and keep any garbage, trash, rubbish and refuse in rat proof containers in designated areas.

21. Users shall conduct business in all respects in a dignified manner in accordance with the highest standards of decency and morals prevailing in the community in which the Shopping Center is located.

22. User shall comply with all laws, rules and regulations of the City of Bellevue, of any and all agencies thereof, and of the applicable Fire Department.

In the event Crossroads Bellevue determines there has been a violation of any of the Rules and Regulations or other provisions of this Community Room Use Agreement by a User, Crossroads Bellevue shall have the right to terminate this Community Room Use Agreement upon notice to User.



**SIGNATURE PAGE**

Therefore, in consideration of the mutual agreements, and covenants, the parties hereto agree as follows:

- User agrees that the Community Room will not be used for profit, entrepreneurial, or commercial purposes of any kind. No admission fee may be charged, nor funds solicited.
- **Maximum room capacity is twenty-five people and is not negotiable.** Each adult, child, wheelchair or stroller count as ONE person. Maximum occupancy must not be exceeded due to Fire Code & Safety Regulations and Crossroads Bellevue policy.
- The Community Room user is liable for any damage incurred to the room or to the equipment in the room.
- User agrees to observe all municipal ordinances, laws, regulations and rules of any governmental body which might be applicable to User or its activities.
- User agrees to observe and abide by all regulations/requirements concerning its activity as set by the Center. Crossroads Bellevue staff will be the sole judge as to what is to be presented at Crossroads Bellevue. If anything is found to be unacceptable, said practices will need to be corrected immediately or halted.
- To the extent permitted by law; User agrees to defend, indemnify and hold harmless Crossroads Bellevue and its officers, directors, agents and employees, from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including reasonable legal fees, arising in whole or in part and in any manner from acts, omissions, breach or default of User, in connection with the use of the Community Room, including all related set-up and take-down activities. User also agrees that Crossroads Bellevue is not liable for any injury to User or User’s invitees, or employee or agent of User in connection with the use of Community Room. User use as permitted hereunder shall be at its sole risk, except to the extent of any incidental damages incurred which result from the gross negligence or willful misconduct of Crossroads Bellevue.

It is mutually agreed that there shall be no change or modification of this Agreement, except by written notice signed by the parties hereto. I/we have read this Agreement and agree to follow all rules/regulations listed in this agreement; along with the Crossroads Bellevue Courtesy Code; or any other applicable addendum which are attached and made a part of this Agreement.

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Representing User

Representing Crossroads Bellevue/Terranomics

Please sign and return original Agreement and keep a copy for yourself.

Email to: [slocke@crossroadsbellevue.com](mailto:slocke@crossroadsbellevue.com)

Or mail to:

**Crossroads Bellevue, Attn: Stephanie Locke, 15600 NE 8th Street, Ste #K-17 Bellevue, WA 98008**