

# CROSSROADS BELLEVUE COMMUNITY ROOM

500 SQUARE-FOOT MEETING SPACE



The **Crossroads Community Room** is available for community members and non-profit organizations to use a maximum of one time per week for up to four hours. In order to continue reserving the space, users must remain in good standing by following all Community Room Rules. See reverse for full details.

**Available:**

**MONDAY – SATURDAY: 9:00am – 8:30pm**

**SUNDAY: 9:00am – 5:30pm**

Located down the hallway next to Old Navy

**\$15** Per Hour.  
General Public

**\$10** Per Hour.  
Non-Profit. 501c3.

Non-profit organizations are eligible for one free booking per month. Proof of 501c3 status is required.

**Crossroads**  
BELLEVUE



## Make Your Reservation!

[crossroadsbellevue.com/communityroom](https://crossroadsbellevue.com/communityroom)

Click on [Community Room Sign-up](#) to view available dates and times.

In most cases, you will receive a response within 48 hours.

## Crossroads Community Room Policy

The purpose of the Crossroads Community Room is to foster inclusive community participation by providing a meeting space for use by civic, community, cultural, educational, political, or religious organizations.

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 held in the Community Room. Crossroads Bellevue Management reserves the right to approve or deny any and all proposed uses at our sole discretion. 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.

## Community Room Rules

- A maximum of 25 people may use the room at a time.
- The Community Room is available to use as a meeting space only. Parties are not allowed.
- Please factor in setup and cleanup times when you make your reservation. Users are expected to arrive no earlier than the start of the reservation time and leave no later than the end of the reservation time.
- Do not rearrange furniture (tables and chairs) from the position it was in when you arrived.
- Do not damage or deface the Community Room or the property inside of it.
- All food items enjoyed in the Community Room must be purchased from Crossroads merchants. Please bus dishes and food items at the end of your meeting.
- Clean up any spills or messes that may occur, throw away your trash, and leave the room in good condition.

## Amenities

- Tables and chairs are provided. They may not be rearranged.
- Wall-mounted flat screen TV with dvd/vhs player - Please arrange for use at time of reservation.
- Wireless internet access. Please contact Security prior to your meeting to obtain the network password.
- Pull-down screen for projectors
- Wall-mounted whiteboard



## Reservation Terms

The Crossroads Community Room is available for community members and non-profit organizations to use a maximum of one time per week for up to four hours. In order to continue reserving the space, users must remain in good standing by following all Community Room Rules.