



## Building Rental Information

Looking for space to rent on campus for you event or group?

Are you a student or affiliated with a student organization?

We might be a good fit!

At the corner of Charter Street and University Avenue lies The Crossing, a progressive campus ministry and registered student organization of UW-Madison. During the school year, we offer weekly opportunities for students to worship, connect, learn, and explore. We also provide several rooms and common areas for students to study.

In addition to our ministry's programming, The Crossing also leases space weekly to other organizations, such as Geneva Campus Church and Slow Food UW. Our three-story building has several meeting rooms and common areas that are perfect for campus groups and student recitals! This document contains everything you need to know about renting space from The Crossing.

## General Rental Information

- All Rental Requests should be submitted to our Office Administrator. Our online request form can be found at <http://www.crossingministries.org/rental-request/> or by emailing [office@crossingministries.org](mailto:office@crossingministries.org).
- Rental Requests should be submitted at least two (2) weeks before the date for which you are requesting space. Last minute requests will be handled on a case-by-case basis.
- Because our mission is to serve students, events sponsored by The Crossing have priority in scheduling space in the building, followed by student events and other campus groups. Non-UW related rental requests will be handled on a case-by-case basis.
- The Crossing is a progressive, multi-denominational student ministry and prioritizes groups and events that align with our mission and values. The Crossing reserves the right to deny any Rental Request.
- If your event takes place outside of The Crossing's normal business hours, a staff member may need to unlock/lock the building and/or be present in the building during the event. We only rent out building keys for Crossing-related programming.

## Renter Expectations

- Renters must pay a non-refundable security deposit before we can confirm the event. The security deposit is 25% of the total rental fee. Deposits may be paid to The Crossing via cash, check, or PayPal.
- Payment in full must be paid at least one (1) business day before the event.

- Rooms rented to an individual or group may only be used by that individual or group. It is your responsibility to see that you and any attendees of your event do not enter unassigned space.
- Renters are expected to do their own set-up and tear-down if they need any tables and chairs, room arrangements, etc.
- Renters are expected to leave all rented room(s) in the same condition they were found. This may include: returning furniture back to its original position, disposing of trash, sweeping/vacuuming the floors, doing dishes, etc.
- Renters are expected to take care of our (very old!) building. All damages and/or breakage must be reported to Building Manager. Renters agree to pay for any property damages and expenses that occur during their use of the facilities. This is not included in any rental fees.
- Renters are required to sign a liability waiver claiming responsibility for any damages done or injuries sustained to attendees during the event. The Crossing is not liable for such damages or injuries.

## Estimated Rental Fees

Room	Community Groups		Student-related groups	
	4 Hours	8 Hours	4 Hours	8 Hours
<b>Sanctuary</b>	\$200	\$300	\$100	\$150
<b>Sanctuary/Kitchen/Wesley Lounge</b>	\$300	\$400	\$150	\$200
<b>Blakeman Hall</b>	\$150	\$200	\$75	\$100
with kitchen	\$200	\$250	\$100	\$125
<b>Wesley Lounge</b>	\$75	\$100	\$40	\$50
with kitchen	\$100	\$150	\$50	\$75
<b>Conference Room 211</b>	\$100	\$175	\$50	\$90
<b>Meeting Room LL102</b>	\$75	\$125	\$40	\$70
<b>Meeting Room 202 or 203</b>	\$50	\$75	\$25	\$40
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<b>Piano Rental Fee</b>	\$25			
<b>A/V Rental Fee</b>	\$50			
<b>Wedding Rental</b>	\$500			

# Building Rental Request

## Contact Information

\*required

\_\_\_\_\_  
Contact Name\*

\_\_\_\_\_  
Role in Event/Organization\*

\_\_\_\_\_  
Contact Email\*

\_\_\_\_\_  
Contact Phone #\*

\_\_\_\_\_  
Mailing Address\*

## Event Information

\*required

\_\_\_\_\_  
Group/Organization\*

\_\_\_\_\_  
Short Description of Event\*

Expected Attendance\*:

Expected Student Attendance\*:

\_\_\_\_\_  
Date(s) of Event\*      Is this a recurring event? \_\_\_\_\_

\_\_\_\_\_  
Start Time of Event (including set-up)\*

\_\_\_\_\_  
End Time of Event (including clean-up)\*

## Building Rental Request (continued)

What kind of space will you need (meeting space, performance space, multiple rooms, stage, room for tables and chairs, etc)? Be specific.

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Will food be prepared/served?\* \_\_\_\_\_ Will you need the kitchen?\* \_\_\_\_\_

Will there be a fee to attend? \_\_\_\_\_ Is this event open to the public? \_\_\_\_\_

Do you need the piano? \_\_\_\_\_ Do you need A/V equipment? \_\_\_\_\_

***\*\*please submit this form at least two (2) weeks before the date of your proposed event\*\****