



Brainerd Crossroads
4011 Austin Street
P.O. Box 8159
Chattanooga, TN 37414
Phone 643-4978 Fax 648-2384

Event Policies

Alcohol Policy

It is the policy of Brainerd Baptist Church and Brainerd Crossroads that no alcoholic beverages will be brought onto the property.

Building and Equipment

There are to be no alterations to this building or the equipment on these premises without the written permission from the Brainerd Crossroads management. In any instance where the risk of damage to any area of the building or grounds prior written acknowledgement of this is to be given to the Manager. Lessee is responsible for the repair or replacement of any damage, disfiguration or loss to the facility or to the equipment inside. Stage configuration may not be changed without prior written approval of the BX Director. (i.e. the Jesus painting and drums in The Crossing)

Cleaning

Lessee shall leave the facility in the same clean condition in which it took possession.

Catering

The cooking of any items outside the kitchen area without written permission from Brainerd Crossroads is prohibited. Crossroads Café will provide all catering required by events held at Brainerd Crossroads. In the event the Crossroads Café is unable to provide catering, an outside caterer may be used. All caterers who work in Brainerd Crossroads must be approved by management and provide copies of liability insurance and business license. Caterers are required to bring all their own supplies and utensils. These items cannot be mixed with items belonging to Brainerd Crossroads. A Kitchen Clean Up Sheet is to be turned in upon completion of cleanup.

Connection to Any System

You must have written permission from Brainerd Crossroads to connect to any Brainerd Crossroads electrical or communication system. Any damage to or loss of Brainerd Crossroads equipment or systems, will be the financial responsibility of the Lessee if the technician is provided by the Lessee. All request for addition power or electrical services will be coordinated and arranged by the staff of Brainerd Crossroads. Brainerd Crossroads requires 45 business days to respond to all requests.

Contractor Requirements

It shall be the responsibility of the lessee to submit to Brainerd Crossroads, in writing no later than 7 days prior to the first move-in day, a list of the service contractors the Lessee intends to use (caterers, rental services, music providers, bands, etc.) All contractors must be properly licensed and permitted before they can enter the center. A contractor's certificate of insurance must be on file at Brainerd Crossroads.

Corridors and Hallways

Corridors and hallways are common space and are not part of any leased area. They may only be used with written permission from the staff of Brainerd Crossroads. Only one side of the hallway can be used to allow for ample room to exit from the building in case of emergency.

Doors, Lights, Thermostats,

Brainerd Crossroad's personnel are solely authorized to turn on lights, change thermostat settings or unlock doors. Lessee must determine, with Brainerd Crossroads Staff, in advance of the time these items are to be utilized.

Electrical Equipment

All electrical equipment must be U.L. Approved. Brainerd Crossroads accepts NO responsibility for loss or damage to any equipment not owned and operated by Brainerd Crossroads.

Exit Doors

A 10' clearance on both sides with no physical obstruction must be maintained at all times. All exit doors must remain unlocked and clear for exit during event.

Event Accessibility

Brainerd Crossroads Staff must have complete accessibility to all meeting space, kitchen areas, corridors and hallways before, during and after all events. Brainerd Crossroads must grant in writing exclusivity to any area.

Events Running Beyond Operation Hours

Brainerd Crossroads reserve the right to approve or disapprove any request for access beyond normal operating hours.

Flammable and Volatile Materials

All such materials including materials under pressure are prohibited unless approved in writing by Brainerd Crossroads. Flammable liquids or pyrotechnics such as, but not limited to fireworks, gasoline, bottled gas and oil are not permitted inside Brainerd Crossroads.

Hanging and Ceiling Requirements

Nothing may be hung, attached to or suspended from any part of the building without express written consent of the staff of Brainerd Crossroads.

Insurance Requirements

If the Staff of Brainerd Crossroads determines a possible need for insurance due to the number of participants or the activity of an event, the Lessee will provide or see that there is provided to Brainerd Crossroad's management, a certificate of insurance.

Lost Articles

All items that are left after an event will be kept at Brainerd Crossroads for one week. Brainerd Crossroads will not be held responsible for these item(s) in any way.

Music

All music must be pre-approved by the BX Director prior to a scheduled event. If music has not been approved prior to an event or the music is deemed inappropriate by the BX staff then we reserve the right to ask you to turn the music off. Music must be submitted for approval at least 48 hours prior to an event. In addition, disc jockeys or live entertainment are only allowed under two conditions (1) the music is Christian in nature, and (2) it has been pre-approved by the BX Director at least 48 hours prior to an event. If there are any questions concerning this policy, they should be referred to the BX Director.

Dancing

Since appropriate and inappropriate dancing is so subjective, it is the policy of Brainerd Baptist Church and Brainerd Crossroads to not allow dancing at events held on church property.

Parking Lot

The parking lot may not be used for commercial exhibits, displays, promotions, etc. without the express written consent of the Staff of Brainerd Crossroads. If permission is granted the Lessee must not drill, bore and/or punch any type of hole in the surface of the parking lot area and all trash must be removed. Any damage to the landscaping in and around the parking lot will be replaced at the cost of the Lessee.

Recreation Vehicle Parking

R/V parking will be limited to 48 hours and only be permitted to R/V associated Event. Recreation vehicles and tow vehicles must remain on the parking lot surface at all times.

Rental Times

All rates are based on designated time listed on the contract.

Room Set-up

A room set-up sheet must be completed for each room requested and submitted along with each reservation request. If the set-up sheet is not submitted at least ten business days before the date of the event an additional \$100 set-up fee will be assessed.

Security

It is the responsibility of the Lessee to obtain security for events requiring security. All security personnel used in the facility will be acquired through the Chattanooga City Police Department. Any other security service must be approved by Brainerd Crossroads.

Smoking Policy

Brainerd Baptist Church and Brainerd Crossroads is a smoke-free environment and therefore smoking is not allowed in the facilities or property.

Storage

Lessee may not store equipment of any kind in or on the grounds without written permission from the staff of Brainerd Crossroads.

Stage Access

Access to the stage area must be limited to only authorized personnel.

NOTE: The Director of the Brainerd Crossroads shall have the final discretion over disputes regarding all rates, rules and regulations.