

Crossroads Community Room



500 SQUARE-FOOT MEETING SPACE

Located down the hallway next to Old Navy

Full details
on the back.

available:

MONDAY – SATURDAY 9:00AM – 8:30PM

SUNDAY 9:00AM – 5:30PM

Crossroads
BELLEVUE

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

Crossroads Community Room

Reservation Terms

The Crossroads Community Room is available for community members and organizations to use at no charge a maximum of one time per week for no more than 4 hours. In order to continue reserving the space, users must remain in good standing by following all Community Room Rules. Failure to do so may result in denial of future bookings.

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 food merchants. Please bus your own 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

NO CHARGE

- **Tables and chairs** are provided. They may not be rearranged.
- **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**

RESERVATION INFORMATION

The Community Room is located down the hallway next to Old Navy.

Available

Monday–Saturday 9:00am–8:30pm

Sunday 9:00am–5:30pm

to check
availability

Visit

crossroadsbelleveue.com/communityroom

to view dates and times that are already booked.

to make a
reservation

Visit

crossroadsbelleveue.com/communityroom

and click on

Community Room Sign-up.

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

Ten days advance notice is required for Community Room reservations.

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.

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