

Crossroads Community Center Rental Fees

Rental Hours and General Information

Monday- Friday: 9:30a-6:30p

Email: CCC@BellevueWA.gov

Saturday: 9a-Midnight

Phone: 425-452-4874

Sunday: 9a-10p

Address: 16000 NE 10th St

Rental Fees

Room (Dimensions)	Square Feet	Occupancy	Rental Fee	Special Notes
Conference Room (8X16)	240	12	\$30/hour	
Mirror Room (28X36)	1,000	50	\$45/hour	
Theatre (47X71)	1,600	75	\$65/hour	
Community Room (36X58)	2,000	120	\$110/hour	Kitchen included
Half Community Room (18X29)	1,000	60	\$65/hour	Kitchen included
Gym (59X94)	5,600	200	\$60/hour	No food or drink
Art Room (11X24)	264	15	\$30/hour	

Facility Staff: \$25/hour

Required for all weekend rentals; 2 facility staff required for all events with alcohol

Notes:

- Rental time requested must include time for set-up and clean-up.
- Two-hour minimum applies for all rentals.
- Alcohol service will not be approved during hours of scheduled youth programs in the complex.
- 30% off room portion of regular rate for non-profit groups with proof of status

Special Uses:

If hiring a company to provide a service for the reservation, a permit is required and must be approved in advance. Examples: on-site catering, music, entertainment & games, and/or additional equipment. Complete details can be found in the [Facility Rental Guidelines](#).

Submit the [Indoor Facility Special Use Form](#) as soon as hired companies have been selected. Our office will work directly with the company to meet requirements. Deadline to meet requirements is 21 days prior to reservation date.

Additional Charges

Cleaning Fee: \$100 per hour if additional cleaning services are required after rental.

Overtime Charges: Billed at twice the hourly rental fee, including the facility staff fee, at 15-minute increment.

Cancellation Fee: See Cancelling or Rescheduling Policy in the [Facility Rental Guidelines](#).