

## **The “Inn at CrossPointe” Guest Apartment Policy**

*(Effective August 15, 2014)*

The nineteen (19) guest apartments at the “Inn at CrossPointe” are located at 950-A and 970-D Life Drive, and exist to support the mission and needs of the multi-faceted, multi-generational ministries of the CrossPointe Conference Center campus. These beautiful two- and three- bedroom apartment units feature fully-equipped kitchens and dining areas with everything from cookware to coffee grinders to complete table settings. Each bedroom is furnished with a queen, full or twin sized beds and linens. The two-bedroom units also include an office. All apartments have one full and one half baths, are fully furnished, and include a TV, DVD player, and wireless internet. Coin operated laundry facilities are also available on campus.

The “Inn at CrossPointe” serves a variety of ministries on the CrossPointe campus and also provides short-term transitional housing for local residents moving to the New River Valley. As such, the following guidelines have been established to assist the CrossPointe community in reserving and coordinating use of the guest apartments:

### **Categories of Guest Apartments**

**CSR Guest Apartments:** There are seven (7) apartment units in the 970-D Life Drive building solely dedicated for Center for Spiritual Renewal (CSR) use. Through a generous gift from the Foursquare Church for the care and rest of our pastors and leaders, any credentialed Foursquare minister may come to the Center for Spiritual Renewal for one week (6 nights, 7 days) for sabbatical, study break, or confidential pastoral care. All stays are a 2-night/3-day minimum. These CSR sabbatical stays are for the purpose of renewal and are not intended as free lodging for vacations, personal visits or any of the other guest apartment uses listed below.]

CSR is primarily an adult facility; guests often receive the greatest benefit by visiting CSR alone or with their spouse. Instances that warrant family accommodations must be prearranged with the Director of CSR and CSR Guest Services.

The reservation and use of CSR apartments is exclusively for guests visiting CrossPointe for reasons connected to the purpose and mission of CSR. Other general housing of on-campus interviewees, guest speakers, family members, meeting attendees, etc., regardless of credential status, would be provided in the Flexible-Use Guest Apartments, which are made available and offered at discounted rates.(See details below.)

All CSR reservations must be made through an email sent to: [csr@foursquare.org](mailto:csr@foursquare.org).

**Executive Apartments:** Six (6) of the units in the 950-A Life Drive building are entirely dedicated for short-term transitional housing for new local residents moving to the New River Valley. These units are available on a month-to-month basis. Each tenant will sign a short-term lease agreement and will be charged the \$1,500 advertised monthly rate. These units may be rented weekly at a rate of \$600.00 per week. Weekly rentals are based on availability and subject to an additional 8.33% local and state occupancy and sales tax.

**Flexible-Use Guest Apartments:** Six (6) of the units in the 950-A Life Drive building are earmarked for short-term accommodations associated with the variety of campus ministries. Uses may include CrossPointe events, weddings, and short-term stays of campus ministries, visitors, and friends. Rates for these units vary according to use.

1. **Event Rentals:** The CrossPointe Conference Center often rents out guest apartments for the lodging of individuals attending conferences, events, retreats and weddings. These are typically group rentals, and rates are determined as part of an event package. Because Event Rentals are one of CrossPointe’s primary income streams, such rentals are given priority, at times decreasing apartment availability for other uses.

If you are interested in booking an event at CrossPointe that includes lodging accommodations, please contact our Hospitality and Events Coordinator, Katy Lawrence, at [klawrence@foursquare.org](mailto:klawrence@foursquare.org).

**Rates:** \$170 per night or \$600 week + 8.33% local and state occupancy and sales tax

2. **Friends of Foursquare Rentals:** CrossPointe offers a discounted rate for individuals connected with Foursquare churches or ministries (such as visiting Ignite parents, relatives of theBridge Church members, etc.). Reservations are offered at daily or weekly rates and are based on availability. These are not available during football weekends, or VT and Radford graduations. All rentals requests must be made in writing by submitting the completed Guest Apartment Rental Request Form to Susan Coleman at [scoleman@foursquare.org](mailto:scoleman@foursquare.org).

**Rates:** \$100 per night or \$350 week + 8.33% local and state occupancy and sales tax

3. **Campus Ministries:** The primary ministries on the CrossPointe campus which are: CrossPointe, CSR, theBridge Church, and Ignite Academy. Paid staff members of the aforementioned ministries may receive a special discount for immediate family members or guest speakers (church speaker, chapel speaker, mom, dad or sister, etc.). All rentals are based on availability and are not available during football weekends or VT and Radford graduations. All rentals requests must be made in writing by submitting the completed Guest Apartment Rental Request Form to Susan Coleman at [scoleman@foursquare.org](mailto:scoleman@foursquare.org).

**Rates: \$70 (for a 1-3 day stay) or \$200 week (4-7 days)** (non-taxable if tax-exempt form is provided)

### Questions and Information

Susan Coleman, CrossPointe Guest Services Administrator, is the contact person for all questions related to the "Inn at CrossPointe" Guest Apartments. All questions or requests may be directed to her via email at [scoleman@foursquare.org](mailto:scoleman@foursquare.org).

Please use the attached ***Guest Apartment Rental Request Form*** to reserve a Flexible-Use Guest Apartment for Friends of Foursquare or Campus Ministries rental requests. Completed forms may be emailed to [scoleman@foursquare.org](mailto:scoleman@foursquare.org).