

Application to Use the Telos Center Space

Young adults: Do you have an initiative you want to host at the Telos Center? We hope so, as the Telos Center would love to host any event by young adults for young adults. We believe the Telos Center is a place where young adults can **lead** great initiatives that further their academic, professional, and spiritual questions. We hope young adults will design initiatives that explore compelling ideas, build up a community, love our neighbors, discern one's vocation, and/or strive to draw closer to Christ in humility and love. We hope that YOU can be the leaders in such initiatives, and host them at the Telos Center.

Below are a list of considerations that will help the event run as smoothly as possible.

Funding support is available in the range of \$50 to \$2,000—for food, supplies, books for a book group, a great speaker you might want to fly in, etc—dream! If you would like to request funds to run your initiative, please submit a detailed budget with the application. If you have any questions, please reach out to us at teloscentercambridge@crossroadinstitute.org.

Considerations for Requesting the Space:

- 1) Submit a request at least two weeks before you want to host an event. Please allow 3 business days for us to respond regarding whether or not your event is approved.
- 2) Plan to adhere to these guidelines that we have for all partners in ministry:
 - a) **AUDIENCE:** The event/program/series/initiative needs to be led by young adult(s) and be designed with young adults as a primary audience (ages 18–35).
 - b) **EVENT SPACE:** Your responsibility is to set up, arrange the space, run the event, and clean up and reassemble the space after the event. You can request our help with the space and in running the event, but the initiative must be organized completely by the applicant. All modifications to the space must be approved by the Telos Center.
 - c) **MARKETING:** All event marketing materials that advertise the Telos Center must be pre-approved by the Telos Center Lead before being released to the public.
 - d) **SHARING LEARNING:** Telos Center is all about community learning! After the event, please write up a short reflection on running this event/series/initiative that addresses the following: Did it engage people as you'd hoped? What did you learn? Are there further considerations or plans?

Application to Reserve Space

Name: What is the name of this event?

Description: Please provide a general description of the event/series/initiative, and if possible a title. If relevant, include what resources (books, videos, music, etc.) will be read, viewed, etc., and/or what speakers will you invite?

Date(s): What is the proposed date(s) and time(s)? Are you flexible if those dates/times are unavailable?

Vision (Telos!): What is the “why” of this initiative? What motivates you to want to run/host/initiate this?

Leaders: Who will run this event/series/initiative? Will it be just you or a team of people? Please list the names of those who would take on leadership roles and their contact info.

Who: Who is your intended audience? What is your anticipated number of participants?

Marketing: Is this for a set group of people or is it open? If open, how will you advertise/market your initiative? Do you need our help? (Reminder of 2c above)

Budget: Do you need a budget? If so, please list below.

Upon completing the application, send it to teloscentercambridge@crossroadinstitute.org.

A member of the Telos Center staff will request to meet with you once your application has been reviewed.