

Tree of Life School

Gym and Lunchroom Rental Agreement

Purpose: To glorify God by strengthening authentic community.

- Rentals are \$100 fee and \$100 deposit per day.
- Hours are 8am to 10pm when available.
- Your reservation is not complete until payment is received.
- TOL can cancel your reservation at any time for any reason.

You may use

- 60 chairs in the gym. 40 in the lunchroom
- 8 tables in lunchroom. 5' x 2.5' rolling.
- Fridge and freezer usage allowed
- Wi-Fi password Revelation222

Do's and Don'ts

- You MUST take away ALL YOUR OWN TRASH from the premises!
- NO loud music. POLICE will be called if disturbing the neighbors.
- Keep doors closed to keep sound and heat in and bugs out.
- NO using any TOL food, napkins, or disposable dinnerware
- Wash and return all dishes.
- NO alcohol, drugs, or tobacco allowed on the campus!

Deposit

- If you would like your deposit back, you may contact the school within 30 days of your rental and request it. We will send you a check to the address we have on file less any incidentals. Unclaimed deposits will go as a donation to the school.
- Loss of your deposit and any future use of our facility
 - Any cleanup trash tape stickers left on the walls or floor and any extra cleanup
 - Alcohol, drugs, tobacco or evidence left on the property
 - Police are called for noise violation or other problems

Fees:

- Trash left behind \$75
- Tape left on walls \$25
- Sticky floors or extra cleaning \$50
- Damaged Window \$250
- Ducts & Grates in Gym
 - Dents \$50
 - Dislodged/broken duct \$200
- Damaged wall/woodwork \$100
- Repainting \$50

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Online Instructions:

1. Send picture of application to rental@tolschool.org
2. Within 24 hours, you'll receive an email with payment instructions if the gym is available.
3. Once payment is received, your reservation is secure and our Custodian will contact you for training.

Name of Person in Charge of Event: _____

Mailing Address: _____ Zip Code: _____

Phone: _____ Email: _____

Reason for the Event: _____

Date of Event: _____

Number of Expected Participants (Maximum 150): _____

Time You will Enter the building: _____ AM or PM

Time you will exit the building: _____ AM or PM

I will follow all regulations stated and honor God with our time at Tree of Life.

Signature: _____ Date: _____

TOL Use Only

PUT RECEIPT OF PAYMENT HERE AND SCAN TO rental@tolschool.org