



Tree of Life
SCHOOL

Gym and Lunchroom Rental Agreement

Purpose: To glorify God by strengthening authentic community.

- Rentals are \$125 fee and \$125 deposit per day.
- Watch the video on the website for all details of facility.
- Hours are 9am to 10pm when available. Saturdays ONLY on full weeks of school. Other days may be available when school is not in session. See school calendar.
- TOL can cancel your reservation at any time for any reason.

You may use

- Our gym is 70' x 50'
- 60 chairs in the gym and 40 in the lunchroom.
- 8 tables in the lunchroom that are 5' x 2.5' rolling.
- Fridge and freezer usage allowed, but monitored.
- Wi-Fi password is Revelation222

IMPORTANT

- You MUST take away ALL YOUR OWN TRASH from the premises!
- NO Alcohol, Tobacco, Drugs, or Loud Music is allowed on our campus! If any is found on the premises at any time, your status goes from GUEST to TRESPASSER and the Police will be called and you will be escorted off the premises.
- Keep all doors CLOSED to keep sound, heat and AC in and bugs and mice out.
- NO using any TOL food, napkins, disposable dinnerware or any supplies.

Deposit

- If you would like your deposit back, you may email rental@tolschool.org 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:

- Leaving Late \$100
- Trash left behind \$100
- 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



Tree of Life SCHOOL

STEP 1 Email Completed Form	STEP 2 Wait for reply that your date is available	STEP 3 Send \$250 payment to tolschool.org	STEP 4 CALL Carrie for final instructions
---	---	--	---

ALL Rentals are handled online ONLY. Watch the video for viewing of the space.

Instructions:

1. Send a picture of your completed application to rental@tolschool.org
2. **WAIT** and you will receive an email to let you know if your date is available.
3. If your date is available, you will have 24 hours to send \$250 to tolschool.org/donate
4. Once payment is received, your reservation is secure. You will then **CALL Carrie 24 Hours before your event for all further instructions.**

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 100): _____

Time ENTERING: _____ AM or PM Time EXITING: _____ AM or PM

Earliest entering time is 9am and latest exiting time is 10pm

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

Signature: _____ Date: _____