

TREE OF LIFE'S FACILITY-USE POLICY & RENTAL AGREEMENT FORM

facility Use Approval Process

1. Rental Request & Approval:
 - Complete the Facility-Use Policy & Rental Agreement Form (this form) to start the rental process and submit to the Tree of Life (TOL) office a minimum of 2 month prior to your event. We will still consider requests sooner, based on room availability.
 - The rental request will be reviewed by the Facility Use Team and will be either approved or disapproved. A TOL representative will call to inform you of the decision within 2 weeks of the event request submission.
 - If approved, a staff member will be assigned to work the event.
 - A 50% deposit will be required once the event is approved to secure the facility. In the event of a cancellation, a full refund will be paid if cancelled 2 weeks prior to the scheduled date.
 - FINAL PAYMENT is due 5 days prior to the event.
2. Rental of the TOL facility will be limited to approved facility areas. As other areas in the building may be scheduled at the same time.
3. TOL Staff and Leadership Team Members will have access to all rooms in the building at any time, but will only do so when necessary.
4. Events may begin as early as 7am and may not exceed 11pm.
5. The function, including but not limited to purpose, gifts, giveaways and or decorations, shall not be dangerous or negative in nature.

Facility-Use Policy

1. A member of Tree of Life (TOL) staff must be on site at all times during any Facility use. The staff person is responsible to unlock the TOL Facility and also to lock the facility up after the event has concluded. The staff person will be on site to answer any questions, monitor the event to ensure TOL's regulations are being followed, and to ensure areas not rented remain secure.
2. The renter is responsible that all rooms are left in the same state or better as when their group arrived.
3. Reassignment or sublet to any other renter is strictly prohibited.
4. No controlled or illegal substances are allowed in the building. Alcoholic beverages may only be used with pre-approval by TOL staff. Smoking cigarettes and or e-cigarettes are not allowed in any part of the building. there is a designated smoking area outside of the building.
5. **Kitchen must be rented SEPARATELY and is off-limits unless arrangements have been made prior to the rental. Use of personal cooking devices, ie. slow cookers, etc. will be permitted upon request. Use of refrigerators will be granted upon request.**
6. All supplies and dishes are to be washed and put away. Counters are to be washed and the floor shall be swept. All garbage shall be bagged and placed in the dumpsters.
7. Use of TOL office equipment is subject to additional fees and only under the direct supervision of a TOL staff member. No long distance telephone calls are to be made.
8. The worship instruments are not to be moved or removed from the stage without permission from the Worship Director.
9. No church equipment or property may be moved or removed from the building without approval.
10. All local and state fire and safety regulations will be followed. A final head count will be needed 5 days prior to event. TOL's Emergency Fire Evacuation Routes are posted on walls throughout the facility.
11. Renter is responsible for minors in attendance. It is strongly suggested that minors be supervised at all times. TOL will not provide chaperone or babysitting services, unless contracted otherwise.

12. TOL assumes no responsibility for the use of the facilities by the renter and has no liability to the user for such use. Further renter agrees to indemnify and hold TOL harmless from all third party claims, liability or damages arising out of such.

13. Tree of Life Church reserves the right to cancel or change this agreement at any time due to ministry activities.

Pledge Fees

1. Hourly room rental fees will be assigned based on specific rooms requested/approved.
2. The renter is responsible for cleaning the rooms used, after the function. Failure to do so or any damages will be an additional charge.
3. Any repairs or replacements necessary will result in an additional charge.
4. If any charges are not paid when due, causing it to go into collections renter shall pay all collections fees.

Signed By Person Responsible For Event AKA Renter: Agrees to the above Facility regulations.

Rental Fee: \$50 per event in Social Hall, \$100 per event in Community Room | \$\$750 total

Individual event invoices will be sent via email and can be paid online, by cash or check. Payments must be made prior to the event.

Signature: _____

Date: _____

TOL Representative

Signature: _____

Date: _____

FACILITIES RENTAL FORM
30% discount on 3-room Rental

ROOM	TOL MINISTRY	NON-TOL MINISTRY (TOL PARTNER)	NON-TOL MINISTRY (NON-PARTNER)
Sanctuary	No Charge	\$50: 2 hours \$100: 4 hours \$200: Over 4 hours	\$225: 2 hours \$425 4 hours \$800: Over 4 hours
Social Hall	No Charge	\$0: 2 hours \$40: 4 hours \$50: Over 4 hours	\$60: 2 hours \$120: 4 hours \$225: Over 4 hours
Community Room	No Charge	\$20: 2 hours \$50: 4 hours \$100 Over 4 hours	\$100: 2 hours \$200: 4 hours \$375: Over 4 hours
Twigs Wing	No Charge	\$20: 2 hours \$40: 4 hours \$100: Over 4 hours	\$100: 2 hours \$200: 4 hours \$375: Over 4 hours
Kitchen	No Charge	\$10 per event	\$30 per event
Wedding*		\$500	\$1000

*Wedding rate includes use of the community room, sanctuary and youth room/social hall, for rehearsal and wedding ceremony for 2 hours. This does not include a reception after the wedding. This price includes exclusive use of the building. *30% discount for 3 rooms rented does not apply.*

☐ Check this box to acknowledge that these fees are for building rentals only. This does NOT include honorariums for clergy, coaching sessions or musicians.

General Request

CONTACT NAME: _____ PHONE: _____

EVENT NAME: _____ DATE: _____

PURPOSE: _____ TIME(S): _____

EMAIL ADDRESS: _____ # PEOPLE ATTENDING: _____

MAILING ADDRESS: _____

TOTAL FEE CALCULATION

ITEM/ ROOM REQUESTED	ROOM NAME / # or YES/ NO	COST	TOTAL COST
Room Requested			
Room Requested			
Room Requested			
Room Requested			
Exclusive Building Use*		\$100 flat fee	
CD or DVD to be brought in?			
Stage Redesign (moving drum kit)	Sanctuary	\$200 flat fee	
Stage Redesign (not moving drum kit)	Sanctuary	\$100 flat fee	
Audio Visual Technician		\$20 per hour	
Wedding Audio Visual Technician		\$75 flat fee	
Cleaning Fee		\$20 flat fee	
Snow Removal Fee		\$180 split between building use parties	
Application Approval/ Disapproval			
Total Charges			
30% discount			
Adjusted Charges			
50% Deposit Upon Approval			
Final Payment Received			
Staff Member Assigned			

*Exclusive Facility Use means that no other area in the church will be rented out at the same time as your event.

* No events should be approved in the social hall on food bank weekends (second Saturday of each month)