



TOL Facility Usage Policy

Eligibility

We welcome all events that reflect Christian principles and values to use the facility. However, TOL will not allow events to be held on the premises with political agenda or sponsored by non-Christian religious groups.

Priority

Church sponsored events have first priority over other events. TOL reserves the right to deny the usage of its facility to any individual or organization.

Rental Fee Exemption and Rules

Events that fall under the following category are exempted from rental fee.

Events sponsored by pastoral teams, ministry teams, cell zones, for the purposes of teaching, workshop, prayer meetings, or business-related meetings. The current facility set up is NOT available for social/recreational events. The applicant is responsible for facility clean up and return all tables/chairs to its original position after the event.

All other events or organizations will not be exempted from facility rental fee, unless specifically approved by Pastoral team and Office Manager. Such approval will be considered on case by case basis.

When TOL agrees to officially sponsor an event that is organized by a non-member of TOL, a suggested donation will be asked of the non-member to cover the custodial cleaning and operating cost.

When a TOL member asks to rent the facility for wedding or funeral, the request must be submitted via office manager to the Pastoral Staff for review. The requestor agrees to meet all the pastoral requirements and will be asked to cover the expenses for custodial cleaning and operation cost.

For non-TOL-sponsored events that are organized by TOL members, the event will enjoy a 50% discount off the regular rental fee. All rental rules and regulations (specified in Facility Rental Policy /Agreement) still apply.

Facility Reservation Procedure

1. Reservations are accepted no more than 6 months and no less than 30 days in advance (except those approved by the Executive Pastoral Team).
2. If the events are qualified for rental fee exemption, fill out the Room Reservation form only; otherwise, the Facility Rental Agreement form is needed for the application (provided by the office manager only).
3. Application must be filed in person directly to the church office manager. Reservation requests through other means will result in delaying the application process.
4. Please obtain a copy of the Facility Rental Policy from the church office. The policy contains useful information regarding the rules and regulations in using the TOL facility.