

Church/Tenant Agreement

- Shallow Well Church (Shallow Well) is entering into a tenant agreement with Trinity Springs Christian Academy (Trinity Springs) effective DATE. This agreement is for 1 academic year (August 2025 – May 2026) and will be reviewed in June 2026.
- This tenant agreement may be reviewed/revisited at any time with notice by both parties, but it will not expire.
- This tenant agreement may be terminated by either party, but a written courtesy notice of termination will be given at least 60 days in advance.
- Trinity Springs will use Shallow Well facilities (McFarland Hall, Adult/Youth SS Classrooms, Sanctuary, Fellowship Hall, Nursery) on Tuesdays and Thursdays 8:30AM – 4:30PM and some Fridays for special events. Use of the facilities outside of these times can be accommodated, should notice be given to Shallow Well pastoral staff in a timely manner of the need and nature of the event.
- Trinity Springs agrees to pay the full cost of any damages occurred while they are using the facilities. Damages will be reported to a member of Shallow Well pastoral staff immediately (in person, phone, text, or email). Repair initiatives should begin within 24 hours of the discovery of the damage and will be coordinated with the Shallow Well pastoral staff to ensure access to the facilities.
- Trinity Springs must maintain their 501C3 status and keep their insurance current throughout the tenure of their use of the facilities.
- A courtesy notice of any injuries or medical emergencies requiring transportation to an emergency room will be given to a member of the Shallow Well pastoral staff. Names may be withheld to protect medical confidentiality.
- Shallow Well is equipped with a security system, including live video monitoring and recording. Shallow Well will provide Trinity Springs leadership access codes to arm/disarm the alarm system, and keys to access the facility.
- Trinity Springs leadership will ensure the alarm is armed and the facility doors are locked and secured prior to leaving the campus at the end of the day.
- Both parties will allow the other party to use furniture in classrooms and the fellowship hall as needed.
- Furniture that has been moved will be returned to its original place by 6:00PM the day it was moved.
- Trinity Springs will clean the areas used by 6:00PM on the day it was used. Areas not used daily by Shallow Well can be cleaned once a week on Thursday's by 6:00PM.
- Trinity Springs will provide their own supplies (cleaning, dining, classroom, copying/printing) and will not use Shallow Well supplies. Shallow Well will provide storage space for supplies and will not use supplies purchased by Trinity Springs.

- Shallow Well activities that require the use of the facilities will take priority over the use of the facilities by Trinity Springs. Shallow Well will attempt to notify Trinity Springs leadership of the conflicting events at least 48 hours prior.
- The use of alcohol and smoking/vaping is prohibited on the Shallow Well campus.
- All events held by Trinity Springs will in no way denigrate the good name and doctrinal stance of Shallow Well Church.
- Trinity Springs will reimburse Shallow Well for utilities at a flat monthly rate that will be determined after the first month of academic year. Shallow Well will give 30 days notice of any rate changes.
- Trinity Springs will ensure the spaces surrounding the church office and assistant pastor's office remain quiet spaces and free from any unreasonable disruptions.
- No one will enter personal church office space without the permission of the Shallow Well staff, unless it is an emergency.
- Trinity Springs may display marketing items or directional signs on church property within reasonable limits (1 banner in front of the church, 2-3 yard signs in front of church, directional signs during the first week of school) so long as the signage does not interfere with Shallow Well marketing items. No signage may be permanently fixed to any part of a Shallow Well facility.
- Student drawings and classroom decorations may be posted in rooms but only materials that will not damage the paint or walls can be used to post the items.
- Trinity Springs staff will ensure musical and AV equipment are not operated or handled without permission from a Shallow Well Pastor.