

If you require further information or need assistance, you may contact the church office, 9:00am - 4:00pm, Monday to Friday, 634-2513.

For Office Use Only

Date Received by Admin/Church Ministries Assistant (CMA): _____

Reviewed by CMA

Comments/Questions: _____

Date received by Lead Pastor (LP): _____

Reviewed by LP

Approved: Yes or No Payment Received: Yes or No

Pastors Signature: _____ Date: _____

Comments:

Note:

- All request for booking are to be approved at the Lead Pastor's discretion.
- Payment is to be made in full no later than the Friday prior to function. Payment accepted by cash, cheque or debit in main office. (Cheque made payable to "Westside Tabernacle")
- Decorations cannot be affixed to walls and ceilings by means that will leave marks and/or damages upon removal. Decorations must be removed after all events.
- If using the Fellowship Hall, the basement entrance must be used and restrict any movement to upstairs.



Attention All User Groups

Please note, when your group is finished, we ask that you follow this guideline:

1. All tables should be properly stacked and placed in the rear classroom against the walls on their sides.
2. All chairs should be stack and should be placed back into the rear classroom.
3. Any large quantities of garbage should be place in dumpster if possible or by exit doors.
4. All decorations must be removed.
5. Kitchen should be tidied.
6. All kettles, coffee makers, etc. should be emptied and all burners and oven should be turned off and all applications should be unplugged.
7. All lights should be turned off and all doors should be securely close and locked upon exit with alarm set.
8. Children must be supervised at all times.
9. Damages are the responsibility of the user group.

To report any concerns, please contact the church office by phoning 634-2513 or by emailing: westsidetabernacle@nf.aibn.com