

Church Facilities Rental

Application & Agreement for Non-Ministry Related Events

Name of Group/Committee:									
Name	of Contact Person:		Cell Phone:						
We, the above named individuals, agree to the following terms for rental of the church facilities of Westside Tabernacle.									
1.	Rental Period		(Date) (Date)						
2.	Rental Amount ¹ : \$ + \$50 Janitorial Fee a. Classrooms: \$25 per hour* b. Classroom with use of kitchen facility \$35 per hour** c. Fellowship Hall: \$100 d. Fellowship Hall with Kitchen: \$125								
3.	Fee applies to both members and non-members of Westside Tabernacle.								
4.	The facilities are to be left in the same condition as it was found upon arrival (See <i>User Guidelines Handout</i>)								
5.	Westside reserves the right to charge user groups for any damages and/or caretaker fees.								
6.	Key to be signed out and subsequently returned at the next morning following the end of the rental period. If the key is lost, an extra \$25 fee will be incurred.								
7.	Special conditions may apply as per Church policy.								
8.	No booking can conflict with regularly schedule ministries of Westside Tabernacle.								
9.	Minimum of Three (3) weeks notice must be given prior to requested date.								
Signa	ture of applicate:		Date Su	_ Date Submitted:					

¹ Facility Rental Fee must be paid by cheque, due Friday prior to date booked. Note, if the area used is put back in satisfactory order and cleaned immediately following the booking, this cheque will not be deposited and the fee will be refunded.

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.

- Any item brought into the building will be the sole responsibility of the person/group.
- Users are to be use only booked area or areas and nearest washroom facilities.
- The Lead Pastor or Church Board reserves the right to cancel any activity that will be in direct conflict with a scheduled Church event. Reasonable notice of cancellations will be given to the 'contact person'.

Additional Notes:							



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