



Procedures for Cabin Owners

Camp Site

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Rodney/West Lorne, ON
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Connecting With God
Connecting with People
Enjoying Nature

TABLE OF CONTENTS

1.0	Definitions.....	3
1.1	Cabin Owner.....	3
1.2	Camp Services	3
1.3	Church Members.....	3
1.4	Society Land	3
1.5	Society	3
1.6	Society Management	3
2.0	Ownership of Cabin.....	3
2.1	Qualification Criteria for Owning a Cabin	3
2.2	Conditions for Owning a Cabin.....	4
2.3	Society Land	5
2.4	Application for Ownership (Transfers/new Buildings).....	5
2.5	Building Codes.....	6
3.0	Principles and Policies.....	6
4.0	Infractions and Enforcement	6
4.1	Enforcement.....	6
4.2	Board of Directors	6
4.3	Society Management	7
4.4	Director Nominations.....	7
4.5	Society Membership	7
5.0	Forfeiture	8
6.0	Dissolution	8
	Appendix 1 – Notification of Cabin Rental/Guest Using Cabin.....	11
	Appendix 2 – Interest in Cabin Ownership Letter	12
	Appendix 3 – Application for Cabin Ownership Transfer & Camp Society Membership	13
	Appendix 4 – Transfer Letter	16
	Appendix 5 – Application for Cabin Renovation/Building	17
	Appendix 6 – Conditional Permission For Renovation/Building.....	19

1.0 DEFINITIONS

1.1 Cabin Owner

Shall mean the owner of a cabin which is a dwelling place presently situated on Society land, or a trailer site which has been assigned to a particular person on a consecutive yearly basis.

1.2 Camp Services

Shall mean services conducted on Society land in the nature of church services and related activities.

1.3 Church Members

Shall mean a person who is 18 years or older and has signed membership papers with a church and has been accepted by such church as a member.

1.4 Society Land

Shall mean the land owned by the Society known municipally as Highway 3, Rodney, Ontario and registered by Deed Instrument #387230 on July 24, 1998 at the Registry Office for Elgin (11) St. Thomas. Society land may be referred to as camp ground from time to time.

1.5 Society

Shall mean the Ontario Bethel Park Bible Camp Society.

1.6 Society Management

Shall mean either the Board of Directors or a sub-committee or a person(s) appointed by the Board of Directors for a particular purpose to manage that particular matter.

2.0 OWNERSHIP OF CABIN

2.1 Qualification Criteria for Owning a Cabin

A person qualified to become and remain a cabin owner if he or she qualifies under one or more of the following criteria:

2.1.1 Is a church member or adherent in good standing and a current and regular attendee of an Associated Church of the Society. An Associated Church of the Society is:

- Christian Life Assembly, Port Colborne, ON
- Cumberland Christian Assembly, Hamilton, ON
- Full Gospel Assembly of Lachine, Lachine, QC
- Full Gospel Church, St. Catharines, ON
- German Pentecostal Church, Harrow, ON

- Gospel Church, Waterloo, ON
- Immanuel Pentecostal Church, Kitchener, ON
- Living Word Pentecostal Assembly, Windsor, ON
- River Oaks Community Church, Oakville, ON
- Warden Full Gospel Assembly, Toronto, ON

Applicants who are not members of an Associated Church must provide written acknowledgement that they accept the PAOC *Statement of Fundamental and Essential Truths*.

- 2.1.2 Is a church member or adherent in good standing and a current and regular attendee of a church, which is within the fellowship of the Pentecostal Assemblies of Canada.
- 2.1.2 Is a current and regular attendee of an evangelical church who has received special approval by a resolution of the board to own a cabin. Applicants who are not members of a POAC church must provide written acknowledgement that they accept the POAC *Statement of Fundamental and Essential Truths*.

2.2 Conditions for Owning a Cabin

In addition to meeting the qualifications criteria to be a cabin owner, the following conditions must also be satisfied and complied with in order to become and remain a cabin owner.

- 2.2.1 An applicant must complete and sign an ***Application for Cabin Ownership Transfer And Camp Society Membership Form***.
- 2.2.2 Applicant must submit one reference letter from a person currently a cabin owner who is not related to the applicant or their spouse. Not related means not a (grand) parent, (grand) child, or brother or sister. The person who is the reference must not be in arrears of taxes and there must be no building infractions.
- 2.2.3 Primary reason for owning a cabin must be for the spiritual development of the owner and his or her household. Cabin ownership must be primarily for spiritual objectives because the government regulations do not allow a recreational priority.
- 2.2.4 Cabin owner must demonstrate a visible commitment to the Pentecostal Assemblies of Canada faith and doctrine as indicated in the *Statement of Fundamental and Essential Truths*. Cabin owner and their household are expected to participate in all camp services.
- 2.2.5 A cabin owner, who fails repeatedly to participate in camp services, may have their privilege of cabin ownership reviewed.
- 2.2.6 A cabin owner shall not make any exterior renovations to their cabin without first receiving written approval from Society Management.

- 2.2.7 Cabin owner shall maintain the cabin and the immediately surrounding land in good and acceptable state of repair and upkeep.
- 2.2.8 Cabin owner shall display and cooperate Christian spirit and attitude in all matters.
- 2.2.9 Cabin owner shall abide by all policies, rules, regulations and building codes in force at all times. All taxes must be paid by the due date. Failure to do so will jeopardize the privilege of cabin ownership. (See Forfeiture Section E)
- 2.2.10 Cabin owners that rent or allow guests to stay in their cabin(s) must notify the office by completing the **Notification of Cabin Rental/Guests Using Cabin** in Appendix 1. Cabin owners are responsible for their guests and informing them that they must adhere to the Principles & Policies of Bethel Park.

2.3 Society Land

All Society land remains the property of the Society. A person who owns a cabin does not have any ownership claim in any of the Society land.

2.4 Application for Ownership (Transfers/new Buildings)

A person who desired to be and remain a cabin owner and who believes they qualify to be a cabin owner pursuant to this Policy and Procedures Manual, shall complete and sign the appropriate application and submit the application to the Society Management. Amongst their items, the application also requests the following, which must be included:

- 2.4.1 Signature of applicant's church pastor certifying that applicant is a member and/or current and regular attendee of that church.
- 2.4.2 Applicant must submit one reference letter from a person currently a cabin owner who is not related to the applicant or their spouse. *Not related* means not a (grand) parent, (grand) child, or brother or sister. The person who is the reference must not be in arrears of taxes and there must be no building infractions.
- 2.4.3 Applicants who are not members of a PAOC church must provide **written acknowledgement** that they accept the PAOC *Statement of Fundamental and Essential Truths*.

The Society Management shall review all items of the application. Note that in the case of transfers, there must be no building infractions and all taxes, levies and charges must be paid. Any building infractions still existing at the time of transfer application will be corrected by the Society Management with time and material charged to that cabin as a levy which must be paid prior to valid transfer.

Caution: No transfer of ownership is effective until application is approved in writing by the Society Management. **It is therefore advisable not to exchange funds until such written approval has been received by the applicant.** A cabin owner wishing to sell their cabin must notify the Society Administer in a timely fashion prior to the sale of the cabin.

These procedures and conditions apply for all categories of ownership applicants, whether by sale, by gift, by will by inheritance or by any other proposal transfer of ownership.

2.5 Building Codes

Any new cabin or any exterior renovations to an existing cabin must first receive the written approval of the Society Management. Please complete the appropriate application and abide by all regulations.

3.0 PRINCIPLES AND POLICIES

The primary purpose of this Society is to promote and enhance the spiritual life of its participants. Participants at Bethel Park Camp must observe the Principles & Policies that have been set forth by the Society Management. (See attached Principles & Policies Handbook)

4.0 INFRACTIONS AND ENFORCEMENT

4.1 Enforcement

It is recognized that a Director, or the Camp Maintenance Supervisor, or the Society Management, or some other person or persons having responsibility and charge over a particular group of people who are in attendance at the camp grounds at a given time, shall have the power to make a ruling as they see fit and to expel or suspend any cabin owner or camp participant or person on the camp grounds whose conduct is determined in their sole discretion to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who is in breach of any By-Law or policy or procedure or rules or regulations of the Society. A person may therefore lose his/her privilege of participation at camp functions and/or lose his/her privilege of being on the campgrounds.

4.2 Board of Directors

The Board of Directors shall have the power, by a vote of majority of those present at a meeting, to make a ruling as they see fit, and to expel or suspend any cabin owner, society member or camp participant or person on the Camp grounds whose conduct is

determined by the Board of Directors in their sole discretion to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who is in breach of any By-Law or policy or procedure or rules or regulations of the Society. A cabin owner may therefore lose his/her privilege of ownership and a person may lose his/her privilege of participation at camp functions and/or lose his/her privilege of being on the Camp grounds. A camp Society member may therefore lose his/her privilege of society membership. A society member shall be notified in writing of the reasons for the intent to revoke membership and be given the opportunity to be heard by the board or a designated board representative prior to the revocation. The exercise of the discretion of said decision shall be with reference to the Local Church Constitution of the Pentecostal Assemblies of Canada Article 6.

4.3 Society Management

Society Management reserves the right to assess a cabin owner with administrative charges for overdue tax invoices.

4.4 Director Nominations

Nominations for directors must be submitted in writing by a member and must include the member's signature. Nominations are to be submitted when requested in the year of the election.

No person may nominate more than 11 persons for the board of directors. The person nominated must meet the requirements for directorship, including:

- Be a society member in good standing (paid all taxes, and has no outstanding infractions).
- Have a record of actively participating in Society activities and functions.
- Owned a cabin (or permanent trailer site) continually for the three years prior to the nomination (exception for persons with PAOC credentials).
- Meet the qualifications for a church board as set out in Clause VI.2(c) of Bylaw One
- Must be a person of mature experience, sound judgment, recognized ability, and Christian character.

A nominating committee, appointed by the board, will review the list of nominations to ensure that the individuals meet the requirements as set out in By-Law No. One. The committee may also nominate other society members that they deem appropriate and in the best interests of the Society. The committee shall recommend a list of society members to the board for board nominees.

4.5 Society Membership

All cabin owners will automatically become Society Members, one year after cabin ownership.

Any society member who sells their cabin will have their membership revoked automatically as soon as they cease to be a cabin owner. The Board of Directors, in their sole discretion, may revoke a cabin owner's membership in the society. A society member shall be notified in writing of the reasons for the intent to revoke membership and be given the opportunity to be heard by the board or a designated board representative prior to the revocation. The decision to revoke society membership shall be by a majority vote of the Board of Directors.

5.0 FORFEITURE

If a cabin owner is no longer eligible to be a cabin owner pursuant to Society By-laws, policies, procedures, rules and regulations, then such a person must sell the cabin (or remove it without any damage to any other property) within 24 months of being notified by registered mail by the Society management. Failure to do so will automatically revert all rights, interest, privileges and ownership of the cabin into the name of the Ontario Bethel Park Bible Camp Society upon expiry of the 24 month period and upon payment (providing the cabin has been kept in a good state of repair) by the Society of \$1.00 per square foot to such ineligible owner.

6.0 DISSOLUTION

Upon the dissolution of the Society and after payment of all its debts and liabilities, the remaining property of the Society shall be dealt with as hereinafter prescribed, subject to possible court approval.

The owners of private cabins may remove their cabins from the Society land at their own expense, provided that the cabins are removed prior to the sale of the Society land and the lands are restored to their original condition.

The owners of private cabins who do not wish to remove their cabins from the Society land may leave their cabins on the Society land and receive reimbursement for the value of the cabins after the completion of the sale of the Society land as hereinafter determined.

The Society land and other Society property shall be appraised prior to the sale of such property by three different appraisers who have real estate experience in the geographical vicinity of the camp, and they shall apportion the value of such property as follows:

1. the value of the Society land;
2. the value of the buildings and other property owned by the Society; and
3. the value of the private cabins remaining on the Society land.

The average of the three appraisals for each category shall be the value used for calculation purposes in this section.

Upon completion of the sale of the Society land and other Society property and the private cabins remaining, the net proceeds of the sale after all expenses are paid shall be apportioned as follows:

1. the owner of a private cabin who has left his cabin on the Society land shall, after the completion of the sale, be paid the sum calculated by multiplying the amount representing the total proceeds allocated to all of the private cabins by the fraction using as the numerator the number of square feet of the cabin owned by the cabin owner divided by the total number of square feet for all private cabins as the denominator;
2. the net value of the amount allocated to the Society land and the buildings and other property owned by the Society shall be paid to the Pentecostal Assemblies of Canada directed towards Foreign Missions.

Example: Property sold for \$ 1,600,000.
 The average of the three professional's estimates is:

Land	\$	400,000
Camp owned buildings		200,000
Private cabins		1,000,000
Assume camp debts		20,000

Assume private cabin square footage is 70,000 square feet.

Therefore,

- 1) A cabin owner with 400 square feet gets:

$$\frac{400}{70,000} \times 1,000,000 = \$5,714.20$$
- 2) $400,000 + 200,000 - 20,000 = \$ 580,000$
 Goes to the PAOC (foreign missions)

APPENDICES

Please check the website for the more updated form represented as an Appendix. Any online changes will be minor and are in a fillable format.

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| Appendix 1 | Notification of Cabin Rental/Guest Using Cabin |
| Appendix 2 | Interest In Cabin Ownership Letter |
| Appendix 3 | Application for Cabin Ownership Transfer & Camp Society Membership |
| Appendix 4 | Transfer Letter |
| Appendix 5 | Application for Cabin Renovation/Building |
| Appendix 6 | Conditional Permission for Renovation/Building |

APPENDIX 1 – NOTIFICATION OF CABIN RENTAL/GUEST USING CABIN

Protocol for Cottagers Regarding Guests (adopted from the Principles & Policies Handbook)

We realize the cottagers may wish to invite guests to use their cottage with or without the owner present. While the primary focus for cottagers must be on utilizing their cottages for their own spiritual development, social interaction and recreational needs, we nevertheless provide the following guidance for cottagers, for guests using private cottages at Bethel Park.

All users must understand that the cottage is located on a Christian Camp and that certain lifestyle expectations are required by owners and users. Cottagers must notify the office when renters and guests are using a cottage when the owner is not present.

1. Cottagers must view their property as being available and utilized for their own purposes as the primary option with a rental component only as a secondary option.
2. Cottagers are responsible for the behavior of their guests at all times.
3. Cottagers must make their guests aware of the Principles and Policies contained in this document.
4. The Board of Directors reserve the right to request that those who do not abide by the Principles and Policies, leave the grounds.

Name of Cabin Owner: _____

Cottage Address: _____

Phone #: Home Cell: _____

I will have the following guest(s) residing in my cottage on the following dates:

_____ to _____

OR

I have guests/family residing at my cottage throughout the season.

Name of Guest(s): _____

Name of Guest(s): _____

ACKNOWLEDGEMENTS

I have advised my guest(s) of Bethel Park's Policies and Principles as outlined in the Handbook and they have agreed to abide by them. I acknowledge that as the cottage owner, I am responsible for the behaviour of guests in my cottage.

Signature: _____ **Date:** _____

Email to administration@bethelpark.ca OR Fax: 519-885-1162

APPENDIX 2 – INTEREST IN CABIN OWNERSHIP LETTER

Date

Dear

Thank you for your interest in cabin ownership at Bethel Park.

The **Mission** of Bethel Park is to nurture and encourage:

- ***Spiritual Growth & Renewal*** by providing Bible centered teaching rooted in Pentecostal theology.
- ***Physical Refreshing*** by providing a safe, family friendly environment with well-appointed grounds and facilities.

Ministry is the primary purpose and at the heart of Bethel Park. This must also be your primary motive for purchasing a cabin.

Attached is an application form for ***Cabin Ownership Transfer and Camp Society Membership***. All applications are reviewed by the Membership Committee, to ensure that qualifications for ownership according to the Bylaws and Policies and Procedures are met, and approved by the Board of Directors.

Please be advised that no transfer of ownership is effective until the application is approved in writing by Bethel Park Management. It is therefore advisable not to exchange monies until written approval has been received by the applicant.

Please complete the enclosed application and send it to:

Bethel Park Bible Camp Society
230 Thames Cres.
Sarnia, ON N7S 5C9

God bless,

Enclosure:

- Application for Cabin Ownership Transfer and Camp Society Membership

APPENDIX 3 – APPLICATION FOR CABIN OWNERSHIP TRANSFER & CAMP SOCIETY MEMBERSHIP

Cabin Address: _____

VENDOR(S) – \$100 transfer fee to sellers of cabins

Name #1: _____

Name #2: _____

Home Address: _____

City: _____ Postal Code: _____

Vendor #1 Signature: _____ Date: _____

Vendor #2 Signature: _____ Date: _____

PURCHASER(S)

Name #1: _____

Name #2: _____

Home Address: _____

City: _____ Postal Code: _____

Email Address: _____ Purchase Price: \$_____

Purchaser #1 Signature: _____ Date: _____

Purchaser #2 Signature: _____ Date: _____

GUIDELINES— All land remains under the ownership of the Society

The Purchaser hereby acknowledges that the **Mission** of Bethel Park is to nurture and encourage:

- ***Spiritual Growth & Renewal*** by providing Bible centred teaching rooted in Pentecostal theology.
- ***Physical Refreshing*** by providing a safe, family friendly environment with well-appointed grounds and facilities.

The Purchaser hereby confirms that the purchaser shall:

- Make every effort possible to attend Camp services and attend membership meetings.
- Abide by all Society By-Laws, Policies, Procedures, Rules and Regulations passed from time to time.
- Accept the Pentecostal Assemblies of Canada faith and doctrine as indicated in the Statement of Fundamental Essential Truths.
- Not make any exterior renovations to the owned cabin without first receiving written approval from Society Management.
- Maintain the cabin and surrounding land in good and acceptable state of repair and upkeep.
- Display a cooperative Christian spirit and attitude in all matters.
- Support the Camp financially with donations in addition to paying your taxes and fees.
- Automatically become a member of Bethel Park Bible Camp Society a year after you have owned your cabin. Your active participation in membership meetings as well as Bethel Park Camp Services and events is vital.
- Agree to maintain fire and liability insurance coverage AND have a functioning smoke alarm system and fire extinguisher in the cabin.

Cost of Cabin Ownership: In order to fulfill our Mission, we are dependent on donations from Bethel Park cabin owners. The Board is committed to keeping costs as low as possible. Every year when the budget has been completed, the costs are divided by the number of cabin owners. ***The costs that can be legitimately classified as a donation, such as cost of Ministry events and capital projects, are communicated to you.*** The remainder of the costs are allocated as taxes and fees and you are invoiced for that amount. However, in order to balance the budget, we require cabin owners not only to pay taxes and fees ***but to donate as well.*** If this does not happen, and others do not donate above and beyond ... we have a budget shortfall. Please, prayerfully consider the true financial cost of cabin ownership.

ACKNOWLEDGEMENT

The Purchaser hereby confirms that the Purchaser is a **member** OR **adherent**, in good standing and a regular attendee with the church stated below:

Church Name: _____

Church Address: _____

City: _____ Postal Code: _____

Phone #: _____

Date became a member: _____ Letter from Senior Pastor

Affiliated with Pentecostal Assemblies of Canada **OR**

Meets the qualifications of B.1.ii (*Special board approval: if requested by the Board, reference confirming church membership or adherence in good standing must be provided.*)

Purchaser #1 Signature: _____ Date: _____

Purchaser #2 Signature: _____ Date: _____

NOTE: Applicant must also submit one reference letter from a person currently a cabin owner who is not related to the applicant. "Not related" means not a (grand) parent, (grand) child, brother or sister. The person who is the reference must not be in arrears of taxes and there must be no building infractions.

FOR SOCIETY MANAGEMENT

Building Infractions: Yes No

Taxes and Assessments Paid: Yes

No

Church Membership/Adherence Concerns: Yes No

Comments: _____

APPROVED: Yes No Not approved because: _____

APPENDIX 4 – TRANSFER LETTER

Date

Name and Address

Dear

Re: Transfer of XX Street at Bethel Park Camp

Your application for cabin ownership and membership has been reviewed. We are pleased to inform you that your application has been approved by the Board of Directors.

Enclosed is a copy of the **Ownership Transfer Form** and an ownership package. Please review this package as you are responsible for the contents. If there is anything that you do not understand, please contact the office.

Please be advised that you **are required to have insurance** on your cabin. Bethel Park does not carry insurance for private cabins.

A year after you have owned your cabin, you will automatically become a member of Bethel Park Bible Camp Society. As a member, you have voting status at Members' meetings. You have a voice in how Bethel Park is managed. Your active participation in membership meetings as well as Bethel Park Camp Services and events is vital.

God bless you and your family, and may you enjoy connecting with God and people at Bethel Park for many years to come.

If you have any questions, you can call me at 519-748-5125 or email at administration@bethelpark.ca.

Sincerely,

Ingrid Hook
Administrator

Enclosures:

- Ownership Transfer Form
- Ownership Package

APPENDIX 5 – APPLICATION FOR CABIN RENOVATION/BUILDING

Name: _____ Date: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____

Email Address: _____

Cabin Address: _____ Renovation New

Name of Applicant's Church: _____

Address: _____

City: _____ Postal Code: _____

REGULATIONS

1.0 New Cabins on New Lots

- 1.1 The building lot will be assigned by the Camp Building Committee. The lot will always remain property owned by the Ontario Bethel Park Bible Camp Society.
- 1.2 Maximum size of cabin is to be no more than 800 square feet under roof including porches
- 1.3 New cabin setbacks:
 - front 15 feet, minimum rear 20 feet
 - sides minimum clearance between cabins, 3 feet from lot line one side and 10 feet lot line on the other side
 - minimum clearance between cabins 13 feet

2.0 Existing Cabins and Existing Cabin Lots

- 2.1 No cabins to be extended to the front, even after renovations or after new construction.
- 2.2 No cabins to be extended to the sides, even after renovations or after new construction.
- 2.3 Maximum size no more than 800 square feet under roof, including porches.
- 2.4 Minimum clearance between existing cabins or existing cabin lots to be no less than 10 feet.
- 2.5 Centre line between two streets to be considered rear lot line.
- 2.6 Minimum rear setback of 20 feet to be maintained. (Exception: between Bethlehem and Emmaus Streets, their 10 feet rear setback is recommended.)
- 2.7 Exceptions allowed on individual basis.

- 2.8 Cabin owner must submit to the Administration office (administration@bethelpark.ca) where it will be forwarded to the Director of Facilities. The information should include:
- a complete detailed drawings
 - plot site plan
 - side yards, front and backyards
 - all dimensions
 - elevation plan
 - side profile view
 - pitch of room height off ground
- Submit application and drawings in triplicate.***
- 2.9 Camp permission is required for ALL exterior construction renovations.
- 2.10 No sheds shall be constructed or made larger without prior written approval Building Committee; location of the shed upon approval as well; maximum size is 80 square feet.
- 2.11 Township Building Permit is required for construction which exceeds 10 square meters space.
- 2.12 If applicant wishes to tear down the outside structure of an existing portion of a cabin, and the square meters of space for new materials construction exceeds 10 square meters, you must still get a Township Building Permit. This is necessary even if you decide to tear down more than you first anticipated.
- 2.13 After receiving permission from the Ontario Bethel Park Bible Camp Building Committee, cabin owner must pay for obtaining and processing all applications and fees from the Municipality of West Elgin. Additions up to 100 square feet can be constructed with camp approval. Additions over 100 square feet require a Building Permit from West Elgin. Applications for permits will be done by the Ontario Bethel Park Bible Camp on behalf of cabin owners. A fee of \$50.00 will apply to all permits plus if Building Permit is required, the Municipality fees based on the value of building/addition and is done by the Building Department of the Municipality of West Elgin.
- 2.14 Cabin owner must arrange for appropriate government inspection and final re-inspection.

3.0 General Information

- 3.1 All building and renovation applications to be submitted in writing and permissions will be returned in writing.
- 3.2 No person shall have the right to cut down trees without written approval.
- 3.3 All electrical work in cabin must be inspected by Ontario Hydro before closing walls and an Ontario Hydro Final Inspection is then also required.

SUBMISSION

I, _____, cabin owner, agree to comply with all the above regulations and I will follow and comply with the permission and **permits** and **approvals** as may be granted. Detailed drawings dated and signed are attached. (# of pages: _____)

Signature: _____ Date: _____

APPENDIX 6 – CONDITIONAL PERMISSION FOR RENOVATION/BUILDING

Cabin Renovation: Cabin Building:

Name: _____ Date: _____

Home Address: _____

City: _____ Postal Code: _____

Home #: _____ Cell #: _____

Email Address: _____

Cabin Address: _____



Conditional permission granted by Camp Building Committee subject to cabin owner:

- Completing the application form, paying for, receiving and complying with a **building permit** from Township
- Adhering to the information shown on the attached # _____ page(s) of drawings.

As Submitted OR As Marked Up

Ontario Bethel Park Bible Camp Society makes no decision on whether your building or waste water system complies with government regulation, which is the responsibility of the cabin owner. The permission of the Ontario Bible Park Bible Camp Society is limited to permission as it relates to the internal regulations of Ontario Bethel Park Bible Camp Society only.

Date: _____

Ontario Bethel Park Bible Camp Society

Per: _____

Camp Building Committee Member