

Name: _____

Contact No: _____ (mobile) _____ (office)

Christian Organisation: _____

1. Church Premises

- Sanctuary: _____
- Auditorium: _____
- Multipurpose Hall: _____
- Timothy Room: _____
- Leviticus Room: _____
- Philippians Room: _____
- Classroom: _____
- Car park lots: _____
- Others (Pls state): _____

Date required: _____/_____/_____ (dd/mm/yyyy)

Time start: _____

Time end: _____

Number of persons: _____

Purpose of meeting: _____

2. Facility arrangements:

- Chairs: _____
- Tables: _____
- Projectors: _____
- Signages and stands: _____
- Others: _____

Forms to be submitted at least one week before the date required for processing at one of the following:

- Submission box 表格箱
- Church office 教会办公室

Church Facilities
使用教会场地
Booking Form 申请表格

3. Charges to cover facility usage and set-up:

Full Day/ Half Day: _____

Payment by cash/ cheque to "Jubilee Church" on _____

Facilities assistant and cleaning: _____

PA assistant: _____

Signature of Applicant

_____ Date _____

Official Use:
Signature of Approval

_____ Date _____
Church manager

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