|  |  |  |  |
| --- | --- | --- | --- |
| **Facilities Reservation Form (FECSGV activities)** | **Internal Use Only** | | |
| **場地及設備使用申請表（本教會活動）** | Approval:  By:  Date: | Congregation Pastor  Yes  / No | Church Admin.  Yes  / No |

電子表格: 請填寫方格 Electronic Form: Fill in the Grey area**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 申請人 Applicant: |  | | 申請日期 Date: |  |
| 電話 Phone : |  | | 電郵 e-mail: |  |
| 聚會名稱 Name of Meeting/Program: | |  | | |
| 堂會牧師已被通知有關聚會？Congregational Pastor notified of the Meeting/Program?  Yes  No | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 使用單位 Group: | | | 使用用途 Purpose: | | |
| 使用日期 Date: | | | 使用時間 Time: | | |
| **使 用 場 地 Facilities**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | 大堂 Main Sanctuary | | 副堂 Chapel 2 | 第三堂 Chapel 3 | 恩典廳 Grace Hall | 青年中心Youth Center | | 餐廳 Cafeteria | | 廚房 Kitchen | 嬰兒室 Nursery | 北停車場 North Parking Lot | | | 教室 Classroom: -A11, -E3, -E4, -E5, -E6, -E7, -E8, -E9, -E10 | | | | | | | 其他 Others |  | | | | | | | | | | |
| **使 用 設 備 Equipment**   |  |  |  |  | | --- | --- | --- | --- | | 電腦 Laptop Computer | | 投影機 Projector | 音響 Sound System | | 電視 TV | | 射燈 Spot Light | 餐飲廚具 Kitchen Utensils | | 其他 Others |  | | | |  | | | | | | | | | |
| **申請人跟進項目 For the Applicant tracking record only** | | | | | |
| 開門/關門：  Gate open/lock |  | 燈光/音控：  Lighting/Sound |  | 餐廳/廚房清理：  Cafeteria/Kitchen cleaning |  |
| 節目：  Program |  | 投影機：  Projector |  | 飯食：  Rice Order |  |
| 兒童節目：  Children Program |  | 照相：  Photo |  | 訂菜：  Food Order |  |
| 嬰兒照顧：  Baby Sitter |  | 攝像：  Video |  | 點心：  Refreshment |  |
| 招待：  Usher |  | 舞台佈置：  Stage Setting |  | 茶水：  Drink |  |
| 交通接送：  Transportation |  | 警衛：  Security guards |  | 其他：  Other |  |

**場地及設備之使用規則**

**Rules and Regulations for use of Facilities and Equipment：**

1. 申請人請於使用場地二個星期前, 向教會行政部 (1) 登記填寫申請表, (2) 確定使用日期及時間, (3) 領取鑰匙, 並且於場地使用後交還教會行政部。

Two weeks before use of facilities/equipment, the Applicant shall contact the Church Administration (1) to fill out this reservation form and (2) confirm the date and time of use, and (3) get the key(s). After the meeting, the Applicant should take the initiative to return the key(s) to the Church Administration.

1. 申請人應負責開門, 關門及教會內（含停車場）的安全責任, 以及會前提早開冷氣, 會後關冷氣。

The Applicant is responsible for the opening and locking of doors, the security of people, vehicles and equipment (including the parking lot) of the Church, and turning on Air Condition earlier and turning it off before leaving.

1. 離開場地前, 申請人應負責關冷/暖氣、電燈、門、窗等。

The Applicant is responsible for turning off all lights, air-conditioner or heater, closing all windows and locking all doors before leaving.

1. 申請人應負責維持場地之整齊、清潔。使用後物歸原處, 並將垃圾放進停車場大垃圾桶內。

The Applicant shall make sure that the place is clean, equipment and things are back to their original position after use, and put all garbage into the dumpster in the parking lot.

1. 使用時若發生破損、遺失、盜竊、毀壞物品, 申請人應負責賠償。

The Applicant shall be liable for any damages, loss, theft, and destruction of any Church equipment during use.

1. 星期六上午聚會的機構, 請使用北停車場停車, 不可使用在教會中文學校之停車場.

Please park cars in the north parking lot on Saturday morning. Please refrain from parking in the Chinese School parking area (south parking lot).

1. 離開場地前, 如還有其他單位使用教會場地, 務必通知該單位負責同工交代清楚有關責任以維護教會安全。

Before leaving the Church premises, the Applicant should work out with the other organizations /units still using the facilities any issues in connection with liability and responsibility to ensure the Church security.

1. 如誤觸警鈴或有其他緊急情況, 申請人請立即聯絡教會堂會牧師。

In case of false alarm and emergency, the Applicant shall contact the congregation pastor immediately.

**我同意並接受上述場地及設備之使用規則。您的電子郵件記錄將作為您的簽名**

**I agree and accept Rules and Regulations for use of Facilities and Equipment mentioned above.**

**Digital Signature: Your email record will serve as your digital signature.**

|  |  |  |  |
| --- | --- | --- | --- |
| **申請人 Applicant****:** |  | **簽名 Signature:** |  |
|  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Checklist before leaving 離 開 前 檢 查** | **Yes** | **No** | **N/A** | **Notes** |
| 1, Lights off 燈已關妥 |  |  |  |  |
| 2, Air-condition/ heater off 冷/暖氣已關妥 |  |  |  |  |
| 3, Windows locked 門窗已關妥 |  |  |  |  |
| 4, Equipment in good condition設備完好無損 |  |  |  |  |
| 5, Location is clean, equipment is in original place, garbage in in parking lot trash bin  場地整潔、物歸原處、垃圾放入停車場大垃圾箱 |  |  |  |  |
| 6, Door locked 關門 |  |  |  |  |
| 7, Gates locked – Walnut Grove, South of Marshall, North of Marshall 關上柵欄門 |  |  |  |  |
| 8, Alarm set 警鈴啟動 |  |  |  |  |
| 9, Others / Follow-up 其他/ 跟進 |  |  |  |  |
| 10, Key(s)/ equipment returned to church administration 鑰匙/ 設備歸還辦公室 |  |  |  |  |