

Grace (S.C.C.) Church 怀恩堂

Application Form for use of church premises and facilities 使用教会有关设施申请表格

Please read the regulations before filling this form. Upon completion, please forward to church office for approval. A duplicate will be posted to you upon the confirmation of booking.

请先阅读有关设施使用规则才填写此表格, 填妥后, 请交回教会办事处, 申请一经批准, 副本将寄上, 以作通知。

Date : 日期	Time : from to (am/pm) 时间: 由 至 (上午/下午)
Date for Decoration : 布置日期 :	Time : from to (am/pm) 时间: 由 至 (上午/下午)
Date for Rehearsal : 彩排日期 :	Time : from to (am/pm) 时间: 由 至 (上午/下午)
Purpose of use : 聚会性质	For Matrimony, please state the name of the officiating minister 若是结婚典礼, 请注明主礼人姓名:
Speaker 讲员	_____
Premises usage: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Conference Room 场地使用: 大堂 副堂 会议室	
<input type="checkbox"/> Classroom/ others (Please state): 课室/其他 (请注明):	
Facilities requested: <input type="checkbox"/> Bible <input type="checkbox"/> Hymn Books <input type="checkbox"/> PA system 器材使用: 圣经 圣诗集 音响器材	
<input type="checkbox"/> Piano/ organ <input type="checkbox"/> Tables/chairs <input type="checkbox"/> Others (please state): 钢琴/风琴 桌/椅 其他(请注明):	
To estimate no. of participants: 估计出席人数: _____	
Name of Organization / Church: 机构/教会名称 :	Applicant's name/ address / tel. no. 申请人姓名及通信地址 :
I, on behalf of my Organization/Church, agree to the Regulations of using your church premises and facilities. 我/我谨代表之机构/教会愿意遵守一切使用规则, 并接受贵堂最后之决定	
Applicant's Signature 申请负责人签名	Date of Application: 申请日期:

For Office Use Only 办事处专用

Approved / Not Approved
批准 / 不批准

Signature 签名: _____
Chairman / Administration, (Deacon Board)
执事主席 / 行政部执事

Date 日期: _____

GRACE (S.C.C.) CHURCH

RULES AND REGULATIONS FOR USE OF CHURCH PREMISES AND FACILITIES

1. Any church member or organization who wishes to use the Church premises and facilities, must submit their application at least two (2) months before the date of intended use. The duly completed form is to be sent to the Church Administrator for processing. The Church Administrator will inform the applicant within one (1) month on the status of the application. A duplicate copy of the application form will be mailed to the applicant when the approval has been granted for records.
2. The rental charges for the use of the church premises and facilities are:-
 - a) S\$200 for church members for church wedding ceremonies only.
 - b) S\$500 for mission organizations, Bible Theological Colleges or Seminaries.
3. A special travel allowance of minimum S\$50 must be provided for the Church's PA personnel who will be called upon to oversee the PA system for the whole event or part thereof. For facilitation of resources, there should only be one rehearsal during the weekday and preferably at night.
4. The Sanctuary is strictly used for worshipping, church ceremony and seminaries, etc.
5. The Fellowship Hall at Level 1 can be utilized for the purpose as stated in (4) above, including tea reception, exhibitions and other Christian activities, etc.
6. Smoking, drinking of liquor, dancing and any other activities not conforming to the Christian faith are strictly forbidden.
7. Without the Church's permission, any decorations and re-arrangements in the Sanctuary are not allowed.
8. Any adjustments to the angles of the spotlights are not allowed.
9. If any of the Church's assets is lost or damaged, the applicant must inform the Church Administrator immediately and do the necessary repair work at his own cost or pay for it.
10. All decorations and materials belonging to the event must be removed and cleared immediately after use.
11. The Church shall be indemnified by the applicant against any claims made by anyone with regard to the particular event.
12. The applicant must agree that he and his users of the Church are not to claim for damages or loss as a result of using the Church premises and facilities.

NOTES:-

- (a) Should the applicant violate any one or more of the above Rules and Regulations, our Church representatives can withdraw the approval anytime and the applicant will be required to stop the event and leave immediately.
- (b) The Church reserves the right to withdraw the given approval to the applicant for the use of church premises.
- (c) Based on the Senior Pastor's recommendation, the rental charges may be waived or reduced by both the Deacon Chairperson and Deacon of Administration.
- (d) The applicant shall appoint a co-ordinator to oversee the whole event and attend the briefing to be conducted by the Church Administrator.

借堂/主持婚礼原则补遗

- ❶ 新郎或新娘有一方尚未信主与受洗 – 不借予礼拜堂行婚礼，也不为他们主持婚礼；
- ❷ 新娘未婚先孕 – 不借予礼拜堂行婚礼，也不为他们主持婚礼；
- ❸ 离婚者再婚 – 不借予礼拜堂行婚礼，可考虑在别处礼堂为他们主持感恩聚会，另由婚姻注册官为其主持正式结婚仪式。

GRACE (S.C.C.) CHURCH

USE OF CHURCH PREMISES/FACILITIES BY MISSION AGENCY, BIBLE SEMINARIES

1. The church premises and facilities are only rented to the approved mission agencies and bible seminaries from Mondays to Saturdays, excluding public holidays and Sundays.
2. The church premises opened for use are :-
 - a) Sanctuary and Gallery Area (Level 3).
 - b) Fellowship Hall (Level 1), Rooms 201 and 301.
 - c) Multi-Purpose Hall and rooms at Level 5.
3. Only the following keys will be allowed to be signed out by the applicant under special circumstances such as to store their equipments during the course of the event :-
 - a) Room 201.
 - b) Rooms at Level 5.
4. The applicant must provide his own experienced personnel to operate the lightings and PA system.
5. The applicant or his appointed co-ordinator must attend a briefing conducted by the Church Administrator on the use of the church premises and facilities.
6. Two vehicle parking lots are reserved for the speaker(s) and applicant. The applicant shall notify the Church Administrator of the vehicle plate numbers at least 2 weeks before the event.

Revised Procedures and Guidelines after Deacon Board meeting on 29 June 2006

Date: 3 July 2006 (Version 1)

GRACE (S.C.C.) CHURCH

CHECKLIST AFTER USE OF CHURCH PREMISES/FACILITIES FOR SPECIAL EVENT

No. Description

1. All decorations are taken down and cleared.
2. Caterer has cleared his tables and chairs on the day of event
OR
Caterer is temporarily storing tables and chairs under the staircase in Room 107.
3. Church tables and chairs are returned to original position.
4. Areas are re-arranged back to original condition.
5. Rooms and affected areas are cleaned.
6. Operable walls (room partitions) are closed and locked if required by the Church Administrator.
7. All electrical appliances (e.g. air-conditioners, lights, sound system, laptop/LCD projector, extraction fans and electric fans) are switched off.
8. Rooms are locked (or closed if no door keys are given).
9. Caterer has disposed garbage into bins outside the church main entrance.
10. Front and back gates are locked.

NOTE

- 1) Room keys are to be returned to Church Administrator as arranged.
- 2) In case of emergency, please call the Church Administrator at 9015 7254.