

曉市頓華人浸信會
Chinese Baptist Church
 各項聚會或活動使用教會場地之申請表
Request for Reservation
Date on Church Calendar / Event Services

(This form must be completed and returned to the church office before **any** meeting/event can be scheduled on the Church Calendar.) (請將表格填妥, 於任何會議或活動之前交回教會辦公室, 以致能登記在教會行事歷內)

填表日期 Today's date: _____ 姓名 Your name: _____ 會議或活動的時間 Time of meeting/event: _____ 會議或活動的性質 Type of meeting/event: _____ 機構 Organization: _____ 需要使用之房間 Room(s) requested: _____ 需要提供育兒照顧 Nursery required? _____ 需要提供餐點 Meals / refreshments: _____ 需要借用之儀器及材料 Equipment / Supplies needed (Must be requested no less than 2 weeks prior to event)	聚會日期 Date(s) of Meeting(s): _____ 電話號碼 Phone #: _____ (家) (公) (H) (W) 開放建築物的時間 Time building needs to be opened _____ 關門 closed _____ 出席人數 Number attending: _____ 負責人 Person in Charge: _____ 電話 Phone: _____ (家) (公) (H) (W) 需要工作人員之數目 No. of workers needed: _____ 是否需要招待食品? Do you need Food Service? _____
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詳細說明 (包括如何擺設—請利用背面繪出你要擺設的方式)
 Special instructions (including set-up - please diagram room arrangement on the back of this form):

- ☞ 申請人在填表前, 必須先徵得負責人或牧師之同意。
 Person making request must have discussed this with chairperson and appropriate minister
- ☞ 凡欲使用樂器, 必須徵得聖樂主任或牧師之同意。
 Person making request must have approval from Music Director/Minister, if involves musical instruments
- ☞ 若有消息或稿件需要刊在程序表或會訊, 請附在申請表上。
 Please attach bulletin announcement and/or newsletter article/announcement, if applicable.
- ☞ 所有垃圾桶必須清理乾淨, 並將所有的垃圾丟入大垃圾箱內。
 All trash cans will be emptied and trash bags disposed of at the trash dumpster.
- ☞ 若是在牧師住宅開會, 你可能需要調整冷氣的溫度, 但結束會議離開之前請務必將冷氣調回 80 度, 冬天則 55 度。
 If your meeting is assigned in the parsonage, you may adjust the A/C but please re-adjust it back to 80 degrees when your function is done. 55 degrees in the winter.

FOR OFFICE USE ONLY 辦公室專用:

Please date, initial and send response to requestor:

(Your request is not confirmed until you hear from the office)

This form must be submitted to the office no less than 2 weeks prior to your event date.