

CHAPEL OF OUR LADY OF GOOD HEALTH

152 Jalan Peel, 55100 Kuala Lumpur

REQUEST FOR: DEWAN & COVER-LINK AREA

1. APPLICANT: _____ Tel No. / HP _____
2. PERSONAL: ___ / PARISH : ___ -- What Ministry: _____
3. CONTACT PERSON: _____ Tel No / HP _____
4. PURPOSE _____ (Enclose approved or agenda but not applicable for personal)
5. ESTIMATE NO. OF PARTICIPANTS: _____ AGE GROUP (from – to): _____
6. DATE (s) (from --- to): _____ DURATION (day (s)): _____
TIME (per-day) (begin): _____ (end): _____ TOTAL HOUR (s): _____

ACKNOWLEDGMENT & AGREEMENT

I, _____ have read this note and understood that the permission given to use the facility or facilities above are in condition that I and the group will be in-charge and be responsible for the following:-

- a. to keep the place clean;
- a. to dispose of all rubbish (heavy in into outside bins) or (light) into bins that are placed on the ground floor;
- b. to return all, tables and chairs to their original stating;
- c. to ensure that all lights and other appliances are turned off;
- d. to start and end punctually so that the facility can be released to the next user;
- e. if any, make good any damages as a result of mishandling and vandalism;

Date of Application: _____ Signature of Applicant: _____

Note: Any damages or vandalism or un-cleanliness or otherwise, the deposit money will be retained!!!

Off office use only:

Deposit paid to: _____ Receipt No: _____

Remarks: _____

(To be filled for meetings, gatherings or otherwise, NO PHONE-CALLS WILL BE ACCEPTED)

18 February 2014