

CHURCH OF THE SACRED HEART OF JESUS

152 Jalan Peel, 55100 KUALA LUMPUR

REQUEST FOR: DEWAN: ____ / CLASSROOM: ____ / CANTEEN: ____ / COVER-LINK AREA: ____

1. APPLICANT: _____ Tel No. / HP _____
2. PERSONAL: ____ / PARISH : ____ / ARCHDIOCESE: ____ -- 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): _____

7. HALL FACILITIES REQUIREMENT (*only for Parish & Archdiocesan Ministries*)

Sound System: YES / NO
Video: YES / NO

Projector: YES / NO
Stage Lightings: YES / NO

Person Handling Controls: YES / NO: (who) _____

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, overhead projector screen, tables and chairs to their original staning;
- c. to ensure that all lights and other appliances are turned off;
- d. to lock securely any cabinets or drawers that are opened;
- e. to start and end punctually so that the facility can be released to the next user;
- f. 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!!!

Deposit paid to: _____ Receipt No: _____

Remarks: _____

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