



SACRED HEART CHURCH FUNERAL PARLOUR

RULES AND REGULATIONS TERMS AND CONDITIONS FOR USAGE

1	<p>Sacred Heart Church (SHC) funeral parlour is available for hiring to Catholics only. Funeral Service is only allowed for parishioners of Church of Sacred Heart of Jesus, Jalan Peel and Chapel of Our Lady of Good Health, Kampung Pandan, KL. ALL OTHERS MUST MAKE THE NECESSARY FUNERAL (MASS / SERVICE) ARRANGEMENT WITH THEIR HOME PARISH.</p> <p>(Note: Sacred Heart Church Parishioners will be given first preference in the event of multiple applications for usage)</p>
2	<p>The SHC's funeral parlour is available for hiring on the following week days :</p> <p>1.1 Monday to Thursday from 8.00 am to 10.45 pm. 1.2 Friday from 8.00 am to 3.00 pm.</p> <p><i>(Note : Both the entrance and exit gates of the Sacred Heart Church will be closed after 10,45 pm every night. The gates will be opened at 6.00 am.)</i></p> <p>1.3 The SHC Funeral parlour is not available for hiring on Saturday and Sunday. If there is major obligation day that falls from Monday to Friday the SHC Funeral parlour is not available.</p>
3	<p>No hirers (no people) are allowed to stay overnight in the SHC funeral parlour to accompany the dead. The parlour will be closed after 10.45 pm every night.</p>
4	<p>The hirers (the people) are advised not to leave any valuable items in the SHC funeral parlour at all time and the church is not responsible for any loss as the result of any theft occurred.</p>
5	<p>Strictly no burning of candles is allowed in the SHC funeral parlour as preventive measure against risk of fire.</p>
6	<p>Before the coffin is allowed to laid in the SHC funeral parlour for wake purpose, the hirers must ensure compliance of the following conditions :-</p> <p>6.1 Embalming of the dead bodies is prohibited in the church premises 6.2 The deceased must be properly dressed and placed in the coffin. 6.3 The coffin must be sealed and covered at all time and the cover of the coffin is only allowed to be opened if it has a glass (partial or full) covering to view and pay respect to the deceased person.</p>

7	No cooking of food is allowed in the church premises. Only catered and ready cooked food is allowed to be served for guests during the wake hours. SHC Kitchen is not allowed to be used by anyone.
8	The driveway in front of the SHC funeral parlour must be kept clear and no vehicles are allowed to be parked there at all time.
9	The hirer must ensure the toilets and the church premises be kept clean at all time. All rubbish of any nature must be properly placed and tied in plastic bags and disposed at the garbage bins outside the church gate.
10	The air condition will be automatically switched on from 8.00 am to 10.45 pm when the room is in use. No one is allowed to tamper with the air-condition control box.
11	Consumption of any alcohol drinks is strictly prohibited within the church premises.
12	The hirers can only use the tables and chairs stationed outside the church hall and must put back the chairs and tables in the original position after use before leaving the wake after each night. Furniture inside the church hall and kitchen cannot be taken out for usage.
13	The hirer is responsible for any damages incurred in the church premises (eg. glass or wooden doors, windows, mirrors, toilet bowls and taps etc) during the period of hiring and he will be charged for any repair or replacement costs.
14	The Parish Priest or the Church Administrator or office assigned reserved the final decision relating to the usage of the SHC funeral parlour and compensation of damage in case of any discrepancies
	PAYMENTS
1	The fees for hiring the SHC funeral parlour for wake is RM 450.00 the 1st night and subsequent RM 150 per night (extra night).
2	Upon booking, a security deposit of the RM150.00 is required to be paid in advance excluding the daily fees payable.
3	Payment of the total fees including of the security deposit of RM150.00 must be paid with the application form to the parish office.
4	The security deposit of RM150.00 will be refunded upon clearance of SHC funeral parlour (by a week) in tact and ensurance of the cleanliness of the church premises,
5	The Parish Priest or Church Administrator or the Office reserved the right to utilize the security deposit to repair or replace any damaged items deemed fit during the hiring period



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APPLICATION FOR THE USE OF SACRED HEART FUNERAL PARLOUR

I, the undersigned, Mr. / Mrs. / Miss / Madam: _____

residing at _____

tel no: _____ hereby request to use the SHC funeral parlour.

I append below details of the deceased:

Name: _____
(Full Name)

Sex: _____ Age: _____

Note: Please attach the burial or death certificate (temporary one) for reference and attention of the oiffice.

I agree to observe the rules governing the use of the SHC Funeral Parlour.

I will tidy up the SHC Funeral Parlour before I leave; return the chairs and tables to its original place and maintain the cleanliness of the parlour and the surroundings.

I agree to pay **RM 450.00 for the 1st night** and any additional amount (**extra night – RM 150.00**) in advance for the use of the funeral parlour and the **security advance of RM 150.00** commencing from

_____ (date) _____ (time) **to** _____ (date) _____ (time)

Details of the one applying / hirer:

Name: _____ How related to the deceased: _____

Address: _____

Contact Number: _____

Date: _____

(Signature of Applicant)