



天主教聖曹桂英堂

**St. Agnes Kouying Tso Catholic Church**

2130 Rodick Road, Markham, On, Canada L6C 1S7

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Email address: admin@saintagnestsao.org

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**BOOKING FOR PARISH HALL/ROOM OR OTHER EQUIPMENT**

有關善會擬借用聖堂禮堂、課室或其他設備事宜

Name of Ministry: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Requested: \_\_\_\_\_ (Day of the week) \_\_\_\_\_ No. of attendees: \_\_\_\_\_

Inclusive Times: From \_\_\_\_\_ To \_\_\_\_\_

- Facilities:  Rm. 301 (50)       Rm. 302 (10)       Rm. 303 (20)  
 Rm. 205 (25)       Rm. 206 (25)       Chapel/ Rm. 203 (50)  
 Rm. 101A (110)       Rm. 101B (80)       Rm. 112 (30)       Rm. 113 (30)  
 Church       Grand Organ       Pantry (Basement)  
 Others: \_\_\_\_\_ (Please Specify)

Purpose: \_\_\_\_\_ Equipment Required: \_\_\_\_\_

Signature: \_\_\_\_\_ Date this application is made: \_\_\_\_\_

**Conditions:**

1. Bookings should be made to the office **at least ONE WEEK in advance** before date of event.
2. The Chairperson or the Vice Chairperson of the Ministry/Group **MUST** sign this form.
3. Please adhere strictly to your approved and scheduled date and times.
4. **No activities allowed after 10:00 pm (Monday TO Saturday) & till 6:00pm on Sundays; Facilities Not Available on ALL Public Holidays.**

Please clean up the room after use, ensure all garbage are removed and placed beside the garage door; Recycle Materials into Recycle Bins; All furniture & equipment put back in their original positions as per Floor Plan and Photo posted after use;

5. The user **Must** report damages (if exist) immediately after using the facility.
6. Keep the Room and Floor tidy and Switch off all lights when leaving the room.
7. The office **WILL NOT** entertain application or subsequent request for change once approved.
8. The Parish Office reserves the right to recommend approval or disapproval of any booking.
9. Reservations on Rooms listed above are for our Church official Groups **ONLY**

**For Office Use Only:**

Approved by the Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by Office: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:  
\_\_\_\_\_