



天主教聖曹桂英堂

St. Agnes Kouying Tsao Catholic Church

2130 Rodick Road, Markham, ON Canada L6C 1S7

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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: Room 301 (50) Room 303 (20)
 Room 205 (25) Room 206 (25) Cry Room 203 (50)
 Hall 101A (110) Hall 101B (80) Room 112 (30) Room 113 (30)
 Church Grand Organ Pantry (Basement) Booth
 Others: _____ (Please Specify)

Purpose: _____ Equipment Required: _____

Signature: _____ Date this application is made: _____

Conditions:

1. Bookings should be made to the office **at least TWO WEEKS 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: _____ Room Assigned: _____

Remarks:
