



團契借用場地申請表 Fellowship - Church Booking Form

團契名稱 (Fellowship name) : _____

活動負責人 (Event coordinator) : _____

電話/電郵 (Phone/Email) : (Ph) _____ : (E) _____

活動名稱/性質 (Name/Nature of event) : _____

活動目的 (Purpose of event) : _____

是否有其他非本教會團體參與? (Will there be external groups participating in this event?)

☐ 否(N) ☐ 是(Y), 團體名稱(Group name / Church) : _____

借用詳情 (Detail of usage) :

借用日期 (Date)	借用時間 (Time)	使用人數 (No. of ppl)	借用場地 (Booking room)

團長簽名 : _____ 遞表日期 : _____
(Signature of Fellowship Chairperson) (Date)

備註 :

1. 借用場地需由團契部批准。
2. 聯絡人會在申請表提交後兩星期內收到通知。
3. 活動負責人或團長須保持場地清潔, 若使用過任何設施, 如電燈、冷氣機、影音設備等, 必須於離開前關掉, 並關上借用場地的門窗。
4. 教會保留最後修改借用日期/時間/場地之權利。

Note:

1. Application is subject to approval from Church Management Committee's fellowship department.
2. Contact person will be advised of the outcome within 2 weeks on receipt of application.
3. Event coordinator/Fellowship Chairperson will be responsible for keeping the premises tidy, and upon vacating, ensure that all windows and doors are closed/locked, and that all electricity such as lighting, air conditioning, PA systems and multimedia are switched off.
4. AACC reserves the right to change any final details of the booking.

----- 此欄供辦公室使用 (Office Use Only) -----

團契部執事簽名 : _____
(Signature of Fellowship Deacon)

日期 : _____
(Date)