

**CHURCH OF THE GOOD SHEPHERD  
SETAPAK, KUALA LUMPUR**

**Form for Fellowships**

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**APPLICATION FOR USE OF PARISH BREAKFAST / CANTEEN AREA**

**Booking Day & Date:**

**Time:**

.....

.....

**APPLICANT**

Name: ..... Contact No .....

Address: .....

.....

Purpose: .....

Donation towards upkeep of premises: RM \_\_\_\_\_ (Parish Office Receipt No: \_\_\_\_\_ )  
(to be paid one week before Function)

No. of hours after the 1<sup>st</sup> hour – RM \_\_\_\_\_

Deposit – RM 100.00 (refundable – when applicable) \_\_\_\_\_

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**ACKNOWLEDGMENT & AGREEMENT**

I, .....acknowledge and understand that the permission given to use the facility or facilities above are on condition that I will be in-charge and responsible for the following:-

- a. to keep the Hall clean;
- b. to dispose of all huge garbage bags (out of the church premises) or (light) into bins that are placed near the main gate;
- c. to replace tables and chairs to their original place (where applicable);
- d. to ensure that all lights, fans and other electrical appliances are switched off;
- e. to begin and end punctually for other uses or functions

**DECLARATION BY APPLICANT:**

I hereby agree to abide by the rules and regulations.

Signature: .....

Dated: .....

## **RULES & REGULATIONS FOR USE OF FELLOWSHIP AREA**

### **1) RESERVATIONS**

- At least seven (7) days before function date
- All booking to be done at the Parish Office during office hours
- On a 'First come First Serve' basis

### **2) CONTRIBUTION / DONATION**

- For USE of the Canteen (including chairs and tables what is available at the canteen. Should more be needed - the User must get from outside) RM 100.00 (first hour). The following hours – (hourly RM 50.00).
- The CLEANING fee of RM 100.00 is refundable should all requirements be adhered to; however, should there be a cancellation or the place is not kept clean or items broken/vandalized, the RM 100.00 will be withheld by the church.
- A full payment is required when making the booking, inclusive of the RM 100.00 (cleaning fee) when booking is made.

### **3) NO COOKING ALLOWED / NO LIQUOR ALLOWED**

- **Cooking** is strictly not allowed in the Breakfast/Canteen area
- Warming of food using gas cooker or electric hot plate is allowed
- **Liquor** is strictly not permitted at any function held here.

### **4) CLEANLINESS**

- Users are to be responsible to ensure that the place is kept clean and rubbish is properly disposed.
- Facilities and utilities are to be in proper order.

### **5) CANCELLATION**

- One week before function date. This information is requested for practical reasons.
- The Parish Priest reserves the right to cancel a booking with a notice of at least one week from the function / event date due to unforeseen circumstances or priority for parish functions.

Rev Fr. Christopher Soosaipillai  
Parish Priest  
Effective 1<sup>st</sup> September 2015