

CHURCH OF THE GOOD SHEPHERD
8, Jalan Air Puteh, 53200 Setapak, Kuala Lumpur
Tel: 03-40234786 / Fax : 03-40224786
Email: gscsetapak1964@gmail.com; Website: www.goodshepherdkl.org

REQUEST FOR FUNERAL MASS / SERVICE & DEATH REGISTRATION

Reg No:

Name of the deceased :

Gender: Age: I/C No:

Husband / Wife of

Son / Daughter of (Father's Name)

(Mother's Name):

Address:

.....

Sacraments

Death:

Date & Place:

Cause of Death:

Cert No:..... Issued at: ... Date issued:.....

Registered by (relationship):

IC No Contact Nos: H/P Hse (if any)

Funeral

Funeral Mass/Service on : Time:

Date of Burial/Cremation : Time:

Place of Burial/Cremation :

Form received by:

Date :

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USE OF FUNERAL PARLOUR
RULES AND REGULATIONS / TERMS AND CONDITIONS

1	<p>Church of the Good Shepherd (GSC) Funeral Parlour is available for use to Catholics only.</p> <p>A Funeral Service is only permitted for parishioners of Church of the Good Shepherd, Setapak. ALL OTHERS MUST MAKE THE NECESSARY FUNERAL (MASS / SERVICE) ARRANGEMENT WITH THEIR HOME PARISH.</p> <p>(Note: Church of the Good Shepherd Parishioners will be given first preference in the event of multiple applications for usage)</p>
2	<p>The GSC's funeral parlour is available for hire on the following week days :</p> <p>1.1. Monday to Friday from 8.00 am to 10.45 pm. Saturday from 8.00am to 2.00pm</p> <p>1.2 The GSC Funeral parlour is not available for use from Saturday AM and Sunday until (3.00pm). If there is a major day of obligation that falls from Monday to Friday, the GSC Funeral Parlour will not available for use.</p> <p>(Note: Both the entrance and exit gates of the Church will be closed after 10.45 pm every night. The gates will be opened at 6.00am)</p>
3	<p>No one is allowed to stay overnight at the GSC funeral parlour to accompany the deceased. The parlour will be closed after 10.45 pm every night.</p>
4	<p>You are advised not to leave any valuable items in the GSC funeral parlour at all times and the church is not responsible for any loss as the result of any theft occurred.</p>
5	<p>Burning of candles is strictly prohibited in the GSC funeral parlour as a preventive measure against the risk of fire.</p>
6	<p>Before the coffin is allowed to be placed in the GSC funeral parlour for wake purposes, the hirers must ensure compliance of the following conditions :-</p> <p>6.1 Embalming of the dead body 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 times 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 respects to the deceased person.</p>
7	<p>No cooking of food is allowed in the church premises; only catered and ready cooked food is permitted to be served for guests during the wake hours. GSC Breakfast area is allowed to be used by but must be kept clean always if it has not been used earlier.</p>
8	<p>The driveway in front of the GSC funeral parlour must be kept clear and no vehicles are allowed to be parked there at all times.</p>
9	<p>The hirer must ensure the toilets and the church premises be kept clean at all times. All rubbish of any kind must be properly placed and tied in plastic bags and disposed at the garbage bins near the <i>Tadika</i> gate.</p>
10	<p>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.</p>

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11	Consumption of any alcohol drinks is strictly prohibited within the church premises.
12	The hirers can only use the tables and chairs stationed inside the Funeral Parlour and must put back the chairs and tables in the original position after use before leaving the wake after each night, (if extra chairs are needed, the hirer(s) may make their own arrangements to hire these). Furniture inside the church or any other place cannot be taken out for use.
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 GSC funeral parlour and compensation of damage in case of any discrepancies
PAYMENTS	
1	The fees for hiring the GSC funeral parlour for a Wake is RM 300.00 the 1st night and subsequent RM 100 per night (extra night).
2	Upon booking, a security deposit of the RM100.00 is required to be paid in advance excluding the daily fees payable.
3	Payment of the total fees including of the security deposit of RM100.00 must be paid with the application form to the parish office.
4	The security deposit of RM100.00 will be refunded upon clearance of GSC funeral parlour (by a week) intact and assurance of the cleanliness of the church premises.
5	The Parish Priest or Church Administrator or the Office reserve 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 CHURCH OF THE GOOD SHEPHERD
FUNERAL PARLOUR

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

residing at

.....

Tel No:..... hereby request to use the GSC funeral parlour.

Below are the details of the deceased:

Name: (Full Name & Christian Name):

Sex:

Age:

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

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

I will tidy up the GSC 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 300.00 for the 1st night and any additional amount (extra night – RM 100.00) in advance for the use of the funeral parlour and the security advance of RM 100.00 commencing from

.....(date)(time) to(date)(time)

Details of the one applying / hirer:

Name: (How are you related to the deceased):

Address:

.....

Contact Number:

Date: _____

.....
(Signature of Applicant)

FOR PARISH USE

Use of Funeral Parlour: RM _____ (Parish Office Receipt No: _____)

Extra night(s) (RM 100.00 x ___ day(s) _____)

(Paid on – Date:) Security deposit returned (when applicable):(date)
