



INTERNAL ROOM BOOKING AND EQUIPMENT BORROW FORM

APPLICATION INFORMATION

Life Group: _____ Applicant's Name: _____
Group Leader/Church Leader Approval: [X] Yes [] No Group Leader/Church Leader's Name: _____
(*Please note that the Group Leader/Church Leader has the responsibility to open, close the doors and set alarm. Refer to Guideline #3 & 4)
Contact telephone: _____ Contact email: _____

FACILITY AND PROGRAM INFORMATION

Program /Project Name: _____
Start Date: _____ End Date: _____ Frequency: _____
Start Time: _____ 00:00 End Time: _____ 00:00
Estimated Attendance: _____ Fee (if applicable): _____

Audience Age Range (Check all that apply):

- [] Children (under 13) [] Adolescents (13-17) [] Adults (18-65) [] Seniors (over 65)

ROOM /EQUIPMENT REQUEST:

- [] AUDITORIUM [] FOYER [] RED BOX [] CHAPEL [] HALLWAY AT CHAPEL
[] CHILDREN ROOM (COMMON) [] CHILDREN ROOM 1 [] CHILDREN ROOM 2
[] CHILDREN ROOM 3 [] CONFERENCE ROOM [] CHOIR ROOM [] OTHERS

Table with 6 columns: Equipment, Quantity, Equipment, Quantity, Equipment, Quantity. Rows include Audio/Video Technician, Mic., Podium, BBQ grill #1, Video Wall, Grand Piano, Stage Curtain, BBQ grill #2, Tents, and Others.

APPLICANT SIGNATURE: _____ DATE: _____

FOR OFFICE (SENIOR PASTOR) USE ONLY REF NO.: _____
[] Request Approved [] Request Declined
Remarks: Administrator/Maintenance: _____ Date: _____
cc: [] Registrant [] Administration

Important notes ****

- (1) \$20 charge per BBQ grill for propane refill.
(2) BBQ grill and equipment will be dropped off at the church's rear door, in front of Storage Room 1. Please return everything to the same drop off location after use.
(3) Collect all garbage after your event and drop the garbage in the garbage bin outside of church's rear door.