



First Evangelical Church of San Gabriel Valley

聖迦步羅省基督教會

3658 N. Walnut Grove Ave. • Rosemead, CA 91770

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Facilities Reservation Form (FECSGV activities)

場地及設備使用申請表 (本教會活動)

Internal Use:
Approved:
Yes <input type="checkbox"/> / No <input type="checkbox"/>
By: _____
Date: _____

申請人 Applicant: _____ 電郵 e-mail: _____ 申請日期 Date: _____

電話 Phone : _____ 地址 Address : _____

聚會名稱 Name of Meeting/Program: _____

堂會牧師已被通知有關聚會? Congregational Pastor notified of the Meeting/Program? Yes No

使用單位 Group:	使用用途 Purpose:
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使用日期 Date:	使用時間 Time:
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使用場地 Facilities				
<input type="checkbox"/> 大堂 Sanctuary	<input type="checkbox"/> 副堂 Chapel 2	<input type="checkbox"/> 第三堂 Chapel 3	<input type="checkbox"/> 圖書館 Library	<input type="checkbox"/> Youth Center
<input type="checkbox"/> 餐廳 Cafeteria	<input type="checkbox"/> 廚房 Kitchen	<input type="checkbox"/> 嬰兒室 Nursery	<input type="checkbox"/> 北停車場 North Parking Lot	
教室 Classroom: <input type="checkbox"/> -A11, <input type="checkbox"/> -E3, <input type="checkbox"/> -E4, <input type="checkbox"/> -E5, <input type="checkbox"/> -E6, <input type="checkbox"/> -E7, <input type="checkbox"/> -E8, <input type="checkbox"/> -E9, <input type="checkbox"/> -E10				
<input type="checkbox"/> 其他 Others:				

使用設備 Equipment		
<input type="checkbox"/> 電腦 Laptop Computer	<input type="checkbox"/> 液晶投影機 LCD Projector	<input type="checkbox"/> 投影機 Overhead Projector
<input type="checkbox"/> 電視 TV	<input type="checkbox"/> 錄像機 VCR / <input type="checkbox"/> DVD	<input type="checkbox"/> 幻燈機 Slide Projector
<input type="checkbox"/> 射燈 Spot Light	<input type="checkbox"/> 音響 Sound System	<input type="checkbox"/> 餐飲廚具 Kitchen Utensils
<input type="checkbox"/> 其他 Others:		

負責同工 Person in Charge

開門/關門: Gate open/lock		燈光/音控: Lighting/Sound		餐廳/廚房清理: Cafeteria/Kitchen cleaning	
節目: Program		幻燈機: Slide Projector		飯食: Rice Order	
兒童節目: Children Program		照相: Photo		訂菜: Food Order	
嬰兒照顧: Baby Sitter		攝像: Video		點心: Refreshment	
招待: Usher		舞台佈置: Stage Setting		茶水: Drinking	
交通接送: Transportation		警衛: Security		其他: Other	

Please turn over 請轉後頁

場地及設備之使用規則

Rules and Regulations for use of Facilities and Equipment:

1. 使用單位負責人請於使用場地二個星期前, 向教會行政助理 (1) 登記填寫申請表, (2) 確定使用日期及時間, (3) 領取鑰匙, 並且於場地使用後交還教會行政助理。
The Coordinator shall, two weeks before use of Facilities/Equipment, contact the Assistant Administrator(1) to fill out a reservation form and (2) confirm the date and time of use, and (3) get the key(s). After the meeting, the Coordinator should take the initiative to return the key(s) to the Assistant Administrator.
2. 使用單位負責人應負責開門, 關門及教會內 (含停車場) 的安全責任, 以及會前提早開冷氣, 會後關冷氣。
The Coordinator shall be responsible for the opening and locking of doors, the security of people, vehicles and equipment (including the parking lot) of the Church, and turning on Air Condition earlier and turning it off before leaving.
3. 使用時若發生破損、遺失、盜竊、毀壞物品, 使用單位負責人應負責賠償。
The Coordinator shall be liable for any damages, loss, theft, and destruction of any Church equipment during use.
4. 使用單位負責人應負責維持場地之整齊、清潔。使用後物歸原處, 並將垃圾放進停車場大垃圾桶內。
The Coordinator shall make sure that the place is clean, equipment and things are back to their original position after use, and put all garbage into the dumpster in the parking lot.
5. 星期六上午聚會的機構, 請使用北停車場停車, 不可使用在教會中文學校之停車場。
Please park cars in the north parking lot on Saturday morning. Please refrain from parking in the Chinese School parking area (south parking lot).
6. 離開場地前, 使用單位負責人應負責關冷/暖氣、電燈、門、窗等。
The Coordinator is responsible for turning off all lights, air-conditioner or heater, closing all windows and locking all doors before leaving.
7. 離開場地前, 如還有其他單位使用教會場地, 務必通知該單位負責同工交代清楚有關責任以維護教會安全。
The Coordinator should, before leaving the Church premises, work out with the other organizations /units still using the facilities any issues in connection with liability and responsibility to ensure the Church security.
8. 如誤觸警鈴或有其他緊急情況, 使用單位負責人請聯絡教會行政部 盧國生弟兄 (626) 780-2131。
The Coordinator should, in case of false alarm and emergency, contact the Church Administration KS Lo at (626) 780-2131 immediately.
9. 使用場地及設施後, 請填妥以下【離開前檢查】, 把本頁交回教會行政部, 教會將評估使用情形供下次參考。
Please complete the checklist below and return this page to the Church Administration. Church will evaluate after each use for future reference.

Same information as Page 1. 資料與第一頁相同

負責人 Responsible Person: _____

電郵 e-mail: _____

簽名 Signature: _____

電話 Phone: _____

Checklist before leaving 離開前檢查	Yes	No	N/A	Notes
1, Lights off 燈已關妥	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2, Air-condition/ heater off 冷/暖氣已關妥	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3, Windows locked 門窗已關妥	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4, Equipment in good condition 設備完好無損	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5, Location is clean, equipment is in original place, garbage in dump 場地整潔、物歸原處、垃圾放入大垃圾箱	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6, Door locked 關門	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7, Gates locked – Walnut Grove, South of Marshall, North of Marshall 關上柵欄門	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8, Alarm set 警鈴啓動	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9, Others 其他	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10, Follow-up 跟進	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11, Key(s) returned to church administration 歸還鑰匙	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	