

耶穌會 聖依納爵堂 St. Ignatius Chapel, Society of Jesus

地址:九龍華仁書院 九龍窩打老道 56 號 Address: 56 Waterloo Road. Wah Yan College Kowloon

電話 Phone : 2359-4407 傳真 Fax : 2780-3285 電郵 email : st.ignatiuschapel.hk@gmail.com

場地借用申請表 Application for the use of facilities

申請團體/機構 Group/Organization: _____

申請場地 Facilities : _____

用途 Purpose: _____

借用日期 Date: _____ 時段 Time period: _____

人數 No. of participants: _____

聯絡人 Contact Person: _____ 電話 Tel: _____

電郵 Email: _____

* 申請注意事項 Rules for using the facilities:

1. 申請表填妥後，請於使用場地前一星期遞交/ 傳真/ 電郵至本堂辦事處跟進。
Completed application form should reach the chapel office for processing by hand/ fax/ email at least one week before the date of the event.
2. 場地使用後請關掉所有電源。Switch off all electrical appliances after use.
3. 用過枱椅及物品放回原處。Put all furniture, facilities and equipment back to their original places.
4. 保持地方整齊清潔並帶走垃圾。Keep the place clean and tidy and take away all garbage.
5. 影音設備由聖堂負責人開關。The audio & video systems in the chapel would be turn on /off by the chapel staff only.
6. 準時交還場地。Be punctual to leave after use.
7. 如損毀任何設施，申請人需負責賠償。The applicant is liable for any damages in using the facilities.

借用場地建議奉獻: Suggested donation for the using facilities.

聖堂 Chapel (700 人或以下/ 700 persons or below): \$1000 /小時 hr.

大會議室 Large conference room (50 人或以下/ 50 persons or below): \$150/小時 hr.

小會議室 Small conference room (20 人或以下/ 20 persons or below): \$80/小時 hr.

申請人簽署 Signature: _____ 日期 Date: _____

☐ 申請批准 (在下列條件下) Application is approved (with conditions, if any).

☐ 申請拒絕 Application is rejected. _____

簽名 Signature: _____

聖堂負責人 Rector/ Director