



# St. Francis of Assisi (SFA) Facility Usage Booking Form (Effective 1<sup>st</sup> February 2023)

Name of Applicant : \_\_\_\_\_

SFA parishioner : NO [ ] YES [ ] Bec \_\_\_\_\_

H/P no : \_\_\_\_\_ Email : \_\_\_\_\_

Church/Ministry/Organization Name : \_\_\_\_\_

Nature of Event : \_\_\_\_\_

Date of Event : FROM Date \_\_\_\_\_ time \_\_\_\_\_ TO Date \_\_\_\_\_ time \_\_\_\_\_

Estimated No.of Pax : \_\_\_\_\_

<p><b>Ground Floor Covered Car Park</b></p> <p><b>RM500</b></p> <p><input type="checkbox"/></p> <p>[ Chair ] [ Table ]</p>	<p><b>St.Pio Seminar Room</b> (60pax/room) Up to 5hrs</p> <p><b>RM500</b></p> <p><input type="checkbox"/></p>	<p><b>Domitory</b> Male = 44 double decker beds Female = 46 double decker beds</p> <p><b>RM30/bed</b> Male [ beds] Female [ beds]</p>
<p><b>St.John Paul II Hall</b> <b>Dinning *</b> (up to 5hrs) Max 30tables, 300chairs</p> <p><b>RM3000</b></p> <p><input type="checkbox"/></p> <p>[ Chair ] [ Table ]</p> <p><input type="checkbox"/> <b>+RM200</b> for AV/Projector</p>	<p><b>Classrooms</b> (30pax/room) 2<sup>nd</sup> &amp; 3<sup>rd</sup> Floor each 7rooms</p> <p><b>RM100/room</b></p> <p>2<sup>nd</sup> Floor [ room] 3<sup>rd</sup> Floor [ room]</p>	<p><b>Facilitator room</b></p> <p>A) Twin sharing with attached bathroom (2 rooms)-Female <b>RM100/room</b> [ room]</p> <p>B) Single bed (3 rooms)-Male <b>RM70/room</b> [ room]</p>
<p><b>St.John Paul II Hall</b> <b>Seminar*</b> (up to 5hrs)</p> <p>1-150pax <b>RM300</b> <input type="checkbox"/></p> <p>151-300pax <b>RM600</b> <input type="checkbox"/></p> <p>301-500pax <b>RM900</b> <input type="checkbox"/></p>	<p><b>Our Lady of Sorrow</b> <b>For Memorial Service Only</b> * (up to 5hrs)</p> <p><b>RM500</b> <input type="checkbox"/></p> <p>Note : RM200 refundable deposit is applicable.</p>	<p><b>Wake Room</b> (no deposit required)</p> <p>Parishioners <b>RM150/night</b> <input type="checkbox"/></p> <p>Non Parishioner <b>RM250/night</b> <input type="checkbox"/></p>
<p>Total Booking love offering amount : RM</p> <p>Plus refundable deposit : RM</p>		
<p>50% Security Deposit Amount : RM</p>		
<p>Balance amount to be paid : RM (2 weeks before event)</p>		

**Note :**

\* When usage exceeded 5hrs the rate will be doubled.

\*\* **RM500 refundable deposit is applicable for all bookings, except for Our Lady of Sorrow is RM200 and Wake room no deposit required.**

- a. Dormitory usage for SFA ministry will be F.O.C. However, ministry need to pay RM500 refundable deposit upon booking.

**Terms & Condition :**

- I. SFA is not responsible for any loss or damage to the property of occupants or injury to occupants or their visitors.
- II. SFA reserves the right to cancel any bookings (confirmed or otherwise) with a full refund of the amount paid without assigning any reasons.
- III. Immoral and illegal activities, gambling, alcohol, smoking/vaping and prohibited drugs are forbidden in the premises and within the church compound.
- IV. Main gate at the church entrance will be closed by 10:30PM

**Declaration :**

I, the undersigned, on behalf of my group will take full responsibility for any damage caused by our negligence while using the facilities of SFA centre and we agree to pay the full cost for the damage incurred.

I will undertake to indemnify SFA against any loss, damages or injuries suffered in relation to the use of the Centre's premises and facilities.

**Signature of Applicant**

\_\_\_\_\_

Date

Name

**Donation to be made to**  
**Church of St. Francis of Assisi**  
**Maybank a/c : 0141 3210 7658**  
**Bank Ref1: FaciBk-<event ddmmyy>**  
**Bank Ref2: <Organiser Name>**

Bank Ref Eg:  
FaciBk-280723  
S3 FHC-CDM

Kindly forward the payment slip to :  
(Admin) 010-9456001 / 011-33178919  
(Office) 016-3258236

**Bank Account details for deposit refund (2 weeks after event) :****Bank Account No:**

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Bank : \_\_\_\_\_

Bank Holder Name : \_\_\_\_\_ Tel : \_\_\_\_\_

**For Office Used Only :**

Deposit Received : Online Transfer / CASH by \_\_\_\_\_ on \_\_\_\_\_

Balance Payment Received : Online Transfer / CASH by \_\_\_\_\_ on \_\_\_\_\_

RM500 Deposit Refunded via Online date : \_\_\_\_\_