



## CLFC Facility BOOKING Form

**Please complete** the following section & submit this form to the Church Office.

Facilities used:	
<input type="checkbox"/> Sanctuary	
<input type="checkbox"/> City Café	
<input type="checkbox"/> Classroom(s). Indicate which level and room: _____	
<input type="checkbox"/> Others. Kindly specify: _____	
Event Name:	
Event Date:	Start & End Time:
Estimated Event Attendance:	
Brief Event Description:	
Person-in-charge Contact Name:	
Contact Number:	
Emergency Contact Number:	

*To note:*

1. Usage of CLFC facilities (excluding wedding) is FOC for members of CLFC.
2. Furniture & equipment must be arranged in the original position after event.
3. Decorations on walls & ceilings are not allowed.

Person-in-charge Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use

Approval given: _____	Date: _____
Remarks:	Booking fees paid:
	<input type="checkbox"/> FOC
	<input type="checkbox"/> RM _____

**Rules and regulation for the usage of City of Light Family Church (A/G)  
("Church") sanctuary & café**

1. Fees will be charged for the usage of the Church sanctuary, as follow: -

	Note	Church member	Not Church member
Church sanctuary rent	2	FOC	RM500
Utilities fee		RM100	RM200
Cleaning fee	3	RM200	RM300
Non-refundable booking fee		RM100	RM300
City Café rent	4		
- 9am – 1pm		RM300	RM500
- 1pm – 5pm		RM300	RM500
- 6pm – 10pm		RM400	RM600
Cleaning fee (Café)	4d	RM400	RM500

2. Sanctuary rent
- a) The Church sanctuary can only be used for the wedding ceremony which is in accordance to Christian rites. Non-Christian wedding rites is strictly not permitted.
  - b) The rent is for 4 hours usage. Any extension of time will be charged accordingly.
  - c) The rent includes the usage of sound system. However, it can only be operated by the Church sound system team or individual approved by the Church sound system team.
  - d) No decoration shall be affixed to the acoustic panels. The throwing of confetti is strictly prohibited.
3. Cleaning
- a) This job can only be carried out by the Church appointed personnel.
  - b) This job has to be done within 2 hours after the event.
4. City Café rent
- a) The rent is chargeable for private functions only. No charges for CLFC ministries.
  - b) The rent includes the usage of air conditioning & the existing sound system available in the café.
  - c) Decoration is allowed. However, you shall restore the café to the original state before handing over.
  - d) Cleaning fee only applicable if you serve buffet food catered from outside. However this rate is negotiable if your function has less than 50 pax.

All the above rules and regulations will be adhered to by the requesting party and the Church facilities and grounds need to be restored to the original condition. Any damages are the responsibility of the requesting party.

Hereby accepted,

\_\_\_\_\_  
Requesting Party's Name :

Date :