

活水福音教会场地使用申请表 LWEC Facility Usage Application Form

申请人姓名 Name of Applicant: _____ 教会会员 LWEC member? 是 Yes 否 No

地址 Address: _____

电话 Telephone: (____) ____ - ____ 电邮 Email: _____

组织名称 Name of Organization: _____

使用目的 Purpose of Usage: _____

使用人数 Number of Participants: 成人 Adults ____ 学童 K-12 ____ 婴幼儿 Infants/Toddlers ____

开始日期 Begin Date: _____ 结束日期 End Date: _____ 重复 Repeat: _____

开始时间 Begin Time: _____ 结束时间 End Time: _____

场地需要 Facility Requested:

- 大堂 Main Sanctuary 英文堂 English Chapel 多功能厅 Multi-purpose Room
 停车场 Parking Lot 婴儿室 Nursery Room 幼儿室 Toddler Room
 会议室 Conference Room 教室 Classrooms, 几间 How many? _____

设备需要 Equipment Requested:

- 钢琴 Piano 音响系统 Sound System 投影机 Video Projector
 折叠座椅 Folding Tables/Chairs

厨房需要 Kitchen Requested:

- 外带食品 Food Catering 食物储存, 加热, 准备 Food Storage, Warming & Preparation

人工需要 Personnel Needs:

- 监管人员 Custodian 音像技工 A/V Technician 场地清理 Janitor Clean-up

其他需求 / Other Needs: _____

有无责任保险证明 Certificate of Liability Insurance Available? 有 Yes 无 No

(所有非本教會申请者必须在使用开始前 7 天提供责任保险证明 Certificate of liability insurance with LWEC listed as additional assigned for the requested date(s) is required for all non-member applicants, due 7 days before expected start date of facility usage)

使用费 Usage Fee: \$ _____ 支付日期 Payment Due Date: _____ 押金 Deposit: \$ _____

(押金在本申请被批准后 7 天之内支付。支票抬头写 LWEC, 寄到教会办公地址。取消及要求退换押金必需在 14 天之前收到。 Deposit due 7 days after this application is approved. Make check payable to LWEC and mail to the church office. Cancellation and request for refund of deposit must be made 14 days before the intended start date)

申请人已阅读及同意遵守本教会所定场地使用指南。并且同意在使用场地时, 一旦有任何个人财产或身体的损伤, 活水福音教會不負任何法律责任。活水福音教會保留不论任何原因在七天之前取消场地预定的权利。I, the applicant, have read and agreed to abide to the LWEC facility usage guidelines, and agree not to hold the church responsible for any liabilities that may arise from such usage of facilities. LWEC reserves the right to cancel the reservation for any reason, with 7 days advance notice.

申请人簽名 Applicant's signature: _____ 日期 Date: _____

批准日期 Date of Approval: _____ 批准人姓名 Approved by: _____

教会联系人 LWEC Contact: _____ 联系人电话 Contact tel. #: (____) ____ - ____