

纽顿生命堂 NEWTON LIFE CHURCH

16 NEWTON ROAD, SINGAPORE 307995
TEL: 62524206 Fax: 62524548 Email: admin@newtonlifechurch.sg

借堂申请书

(Updated 2 Aug 2014)

Application for Usage of Church Premises

申请人姓名 Name of Applicant		电话 Contact Number
地址 Address		
申请人代表或所属教会/团体/ 地址/电话	Applicant representing Church / Organisation / Address / Tel	教会/团体印章 Church / Organisation Stamp
聚会性质及内容/讲员 Type of meeting / Speaker		
借用日期/时间 Date of Using / Time		
采排日期/时间 Rehearsal Date / Time (if any)		
布置日期/时间 Decoration Date / Time (if any)		
聚会人数 Estimated Number of People		
按柜金 Deposit		
总管人 Appointed Coordinator		联络号码 Contact No:
备注 Remarks		

致：纽顿生命堂长执会

本堂会/机构/本人 愿意在借堂期间遵守贵堂所订之借堂规则

To Session Newton Life Church

I shall comply with the rules and regulations stated while using the Church premises.

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签名/日期 Signature/Date

纽顿生命堂借堂收费表

NEWTON LIFE CHURCH – CHARGES FOR USAGE OF CHURCH PREMISES

请於所要用的设施打钩 Please Tick Accordingly	地点/设施 Location / Premises / Equipments	使用时间 天数/小时 Usage Day/hour	收费 (每小时 /次/天) Fees (hourly / Event / Day)	总额 \$ Total charges
<input type="checkbox"/>	正堂崇拜厅 Main Worship Hall		\$600 per hr	
<input type="checkbox"/>	副堂崇拜厅 Annex 401		\$500 per hr	
<input type="checkbox"/>	副堂崇拜厅 Annex 402		\$500 per hr	
<input type="checkbox"/>	潮语崇拜厅 Annex 403		\$300 per hr	
<input type="checkbox"/>	交谊厅 Multi-purpose Hall		\$200 per hr	
<input type="checkbox"/>	走道 Driveway (Strictly for simple tea reception)		FOC	
<input type="checkbox"/>	儿童崇拜厅 Children Chapel		\$400 per hr	
<input type="checkbox"/>	4 楼电梯外大厅 Level 4 lift lobby		\$100 per hr	
<input type="checkbox"/>	课室 Class Room		\$100 per hr	
<input type="checkbox"/>	音响技术人员 Sound Tech		\$100 per day	
<input type="checkbox"/>	多媒体技术人员 Projector IT Tech		\$100 per day	
<input type="checkbox"/>	清洁费 Cleaning Fees		\$100 per day	
<input type="checkbox"/>	停车场 Car Park		停车场不收费 Car Park usage FOC	
备注 Remarks 借堂者必需付清洁费, 若使用本堂音响及多媒体器材, 必需付音响及多媒体技术人员费用。				
总额 Total :				
行政部门填写: Admin use : 按柜金: 余额: Deposit: Balance:				

申请者 Applicant

行政部 Admin Department

纽顿生命堂借堂规则

1. 本堂（正堂、副堂、交谊厅、课室等）只提供给以下的基督徒聚会：敬拜、宣教、团契、教育、培训、圣乐及举行圣礼之用，其他用途恕不借用。
2. 借堂举行婚礼，新人必须是基督徒，并需附上借堂者之教会牧师的推荐信。正堂只借给本堂会员使用。
3. 本堂会员只可借用本堂作出殡礼拜之用，不可作停柩之用。
4. 凡拟欲借堂者，必须来函洽商，并填写借堂申请书（需於 30 天之前），详列使用性质、内容、讲员及时间等。婚礼或普通借堂申请书，必须缴交 30% 或 10% 不可取回定金，经本堂行政部负责人核准同意后 方得使用。本堂有权拒绝少过 30 天的申请书。
5. 凡借用本堂者，必须保证主持聚会及参加聚会者之宣言及行动合乎圣经之准则，并且不会触犯政府立定的使用公共场所法令。
6. 如获批准借用本堂的设施，必须缴交有关借堂费用，请参考婚礼和普通借堂收费表。
7. 凡本堂会员借用者，必须缴交借堂费用 70%（本堂会员享有 30% 借堂折扣），星期日除外。若在星期日借用，不享有折扣，需征得长执会通过。音响技术员、多媒体技术员及清洁费用等必须照付全费。
8. 未经本堂允准的公物不得擅自使用或移动，若因擅自使用而损坏者，必须赔偿。
9. 借用本堂的使用时间由上午九时至晚上十时止，超时者必须缴交附加费用（必须由本堂长执会决定）。电灯及冷气只在聚会前 1/2 小时开启。
10. 请勿使用钉子钉贴文件于墙壁及桌椅，并必须保持地板的清洁（请勿使用鲜花瓣、花纸削或亮片）。诗歌集及圣经用后必须放回原处。
11. 若欲使用本堂音响及多媒体器材，系统只能由本堂同工操作。
12. 借堂者若违反上例任何一项条规（尤其条规五），本堂有权终止借用，该有关人士就必须立刻离开本堂。
13. 遇本堂有特别或突发的事件，需要用到已恰妥借出的会所，本堂有权中止借堂申请，并协助寻找合适的解决方案。
14. 借堂者必须委任一位总管负责人，负责临场监督及处理一切的事务，并按借堂条规进行，若在使用期间，总管负责人缺席，本堂则有权停止借用会所及器材。
15. 为了避免本堂同工在工作时间里接听有关聚会时间、内容及交通等的询问。敬请贵 堂会、机构或个人必须在宣传单张或请柬上清楚刊登详情，主办堂会或个人的联络电话（请勿刊登本堂的电话号码）。
16. 本堂长执会有权在任何时间删改或增加借堂条规。

RULES AND REGULATIONS FOR USE OF CHURCH PREMISES OF NEWTON LIFE CHURCH

1. The Church premises can only be used for the following Christian meetings: Worship, Mission, Fellowship, Education, Training, Musical Concert and Baptismal Service.
2. For use of holy matrimony service, the couple must both be Christians. Please attach a letter of endorsement from applicant's Church pastor. Only members of Newton Life Church (NLC) are allowed to hold such service in the Main Worship Hall.
3. Only members of NLC are allowed to use the premises for burial / cremation Service.
4. Applicant must complete the application form providing details such as type of meeting, content of meeting, speaker and timing of meeting. Wedding and normal premises application must accompany by a 30% or 10% non refundable deposit respectively. Applicant must seek permission (30 days in advance) prior to the use of the premises. NLC reserve the right to reject application less than 30 days.
5. Applicant must ensure the meeting is conducted within the biblical guidelines as well as not violate the government's policy on the usage of public places.
6. Upon approval, the rental charges will apply accordingly, please refer to the list of wedding and normal premises usage charges.
7. For members of NLC, the fee chargeable is 70% of the original fee charge (NLC members have the privilege of 30% discount), except Sunday. Usage on Sunday no discount and subject to Session approval. Full payment for cleaning, PA and MM services fee.
8. Do not move or remove any church equipment without prior permission. Applicant is liable to pay for the damages (if any).
9. The time frame for use of the premises is between 9:00am to 10:00pm. Extra charges will be collected for exceeded hours subject to the approval of the Church Session. Electricity and air-conditioning will only start operating 1/2 hour before function.
10. No nailing on walls, tables and chairs is allowed. Please keep the premises clean (No flowers petals and confetti is allowed). Ensure all hymnals and Bibles are placed in order after use.
11. Church PA & MM systems will only be operating by our staff.
12. If the applicant fails to observe the above rules (especially Rule No.5), the church session reserves the right to withdraw the use of the premises and all personnel involved must leave the premises immediately.
13. For any unforeseen circumstances, the church reserves the right to withdraw the application. The applicant will be assisted to look for other alternatives.
14. Applicant must appoint a coordinator to ensure that the above rules and regulations are adhered to. If the appointed coordinator is absent, the church may disallow the use of the premises or its equipments.
15. In order to avoid any interruption during office hours, applicant must state and print the meeting details clearly on the brochure or invitation card. (Please do not include the church contact number)
16. The Church Session reserves the right to amend the above rules and regulation at any time.