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| **Facility Booking Form**  **場地預訂申請表** | |
| Fellowship / Group |  |
| Contact Person |  |
| Contact Phone # |  |
| Event Description/Nature |  |
| Event Date (MM/DD/YY) | **From:**  **To:** |
| Event Time | **From** :  **To**: |
| No. of participants (approx.) |  |
| Day of the week |  |
| Preferred location:  (Not for regular fellowship meetings) |  |
| Remarks: |  |

Please email to: [nspgbooking@gmail.com](mailto:nspgbooking@gmail.com)

Please note : Rules and Regulations for using the Church should be abided

For fellowships regular meetings, rooms can be booked for up to 1 year .

Cancellation should be notified before 48 hours

Rooms will be assigned, no exchange of rooms without prior approval

All bookings should be renewed at the end of each year.