

教堂場地使用守則

Rules & Regulations for Using The Church Facility

I. 一般使用守則 General Rules & Regulations

1. 嚴禁一切非法活動。
Any illegal activities are strictly prohibited.
2. 在教堂內，請勿高聲喧嘩或從事不適宜之活動。至於在教堂外，亦請將聲量降低，以免對鄰舍造成滋擾。
Please do not make disturbing noise (e.g. shout) and perform activities not suitable inside the premises. In order not to cause nuisance to the neighbours, please also endeavour to keep quiet outside the premises.
3. 在教堂內外，均不准吸煙，吸食大麻和所有相關產品或喝酒。
Smoking, Cannabis and related substances, and Alcohol are strictly prohibited inside and outside the premises.
4. 使用者須先檢查場地是否整潔及各物資完好，並向場地聯絡員報告任何不妥善之處，如事後發現場地出現問題或任何器材損壞、被盜，將追討早一期的使用者，或須負責賠償。
The Booking Co-ordinator should be informed immediately of any loss or damages, or the groups may be held responsible for repair or replacement.
5. 未經許可，不得在任何牆壁、門窗或外牆上塗劃及張貼東西。
Unauthorised posting of any kind of materials on walls, windows or exteriors etc. are not allowed.
6. 使用時間為上午八時至晚上 11 時前。
The premises is open from 8:00 am to no later than 11:00 pm.
7. 男、女不宜單獨共處一室。(職員除外)
No single male and female should stay together alone in the premises (except staff).
8. 請小心使用公物及器材，用後放回原處。
Please handle all the utensils and appliances with care and place them back to their original position.
9. 本教會不負責看管任何使用者帶來之財物；如有遺失或損毀，恕不負責。

Please take care of your own possession; the Church is not responsible for any loss or damages.

10. 離開前必須關掉所有電燈及電器，並請將房間內恆溫器調至 OFF。
Please switch off the respective lights and appliances before leaving, turn the thermostat to OFF.
11. 請保持地方整潔，使用後須由借用者負責清理。所有垃圾必須以膠袋包裹好，並放置於垃圾箱內或各自拿走。
Please keep the premises clean and tidy: the user should clean up after use; all garbage should be put in garbage bags and dispose at the garbage bin or take home individually.
12. 任何停泊的汽車如有損毀，教會概不負責
The Church is not responsible for damage to any parked vehicles.
13. 所有場地使用權及設備不得私自轉借。
The bookings and the utensils/appliances should not be transferred or lent to unauthorised parties.
14. 所有活動以不妨礙教會之正常運作為準則。
All activities should not have adverse effect on the Church regular operations.

II. 緊急事故應變 Emergency Procedures

1. 聚會進行期間如遇火警或其他事故，請立即致電 911 並鎮定及有秩序地離開到外面安全之處。
In case of emergencies like Fire, call 911 immediately and exit with precaution to the outside of the building.
2. 應盡快通知場地聯絡員，以便作出適當的跟進。
Please inform the Booking Co-ordinator as soon as possible for follow-up actions.

III. 鎖匙使用 Use of Keys

1. 於活動完結後應盡快交回鎖匙與場地聯絡員，不可轉交他人。
Please return the keys to the Booking Co-ordinator or his/her designate as soon as possible.

2. 請勿私自保留或複配鎖匙。

Please do not keep or duplicate keys.

3. 持匙者於遺失鎖匙時，應立即通知場地聯絡員，以便作出適當的處理 (如換鎖、重配鎖匙等)。

In case of loss of keys, please inform the Booking Co-ordinator immediately for follow-up actions.

IV. 報告板使用 Use of Notice Board

1. 張貼海報及有關消息於報告板時，須經教會批核方可。

Please seek approval from the Church before posting any materials on the Notice Board.

V. 音響設備使用 Use of Sound System and AV System

1. 禮堂內的音響設備只可由教會特定音響技術員操作。

The Sanctuary sound system is only to be operated by the Church sound technicians.

2. 房間內之影音器材未經許可不得擅自開啟

Audio/Video appliances in the rooms should only be operated by authorised persons.

VI. 使用廚房 Use of Kitchen

1. 所有廚房用具需清潔妥當，放回原處。剩餘食物必須帶走。

All kitchen utensils should be cleaned up and stored as they were after use. Left over foods should be taken away.

2. 所有枱椅必須放回原處。

All tables and chairs should be in their original place.

3. 如使用洗碗碟機，必須有人負責看管直至清洗完畢。

When using dishwasher, it should not be left attended.

VII. 預訂場地 Booking of Facility

1. 若使用場地聚會或開會，請以書面 (例:電郵) 向場地聯絡員申請 (以先到先得為主)。須清楚列明日期，時間，活動性質及參與人數。
Please apply in writing (e.g. e-mail) to the Booking Co-ordinator for bookings (mainly on first come first serve basis), specifying date, time, nature of activities & No. of attendants .
2. 如有任何更改 (例如更改日期、地點或取消) 請於 48 小時前以電郵或電話通知場地聯絡員，以作出相關的安排。否則暫停其預約場地之權利一個月。
Please advise the Booking Co-ordinator of any changes or cancellations as soon as possible, preferably before 48 hours. Failure to comply this will result suspension of booking for one month.
3. 教會保留更改或取消已預訂的任何使用之權利。
The Church reserves the right to change or cancel the bookings.