



印城華人教會
Chinese Community Church of Indianapolis
3405 E. 116th St., Carmel, IN 46033
www.indychinesechurch.org • (317) 706-0433

教室申請表 Room Request Form

Requesting Person 申請人: _____

Phone Number 電話號碼: _____

Email Address 電郵: _____

Reason for reservation request 申請用途: _____

Approximate # of people in your group 大致的參與人數: _____

Room requesting 想申請的教室: _____

One time or weekly request 申請一次性或每周: _____

Start and end date 開始與結束日期: _____

Start and end time 開始與結束時間: _____

After submitting this request, we will notify you within 3 days if your request has been approved. Please be aware that due to the new CCCI COVID-19 guidelines of social distancing we may not be able to accommodate your request. 您提交此申請後,如果您的申請獲得批准,我們將於3天內通知您。請注意,由於新的CCCI COVID-19社交距離準則,我們可能無法滿足您的要求。

At the end of your meeting, it will be the responsibility of the requesting individual to disinfect the whole room after use. Specific instruction will be sent to you if this request is approved. 在教室使用結束時,申請人需負責於會後對整個房間進行消毒和清理。如果此申請獲得批准,我們會電郵通知您特定的清理要求和詳情。

Requesting Person Signature 申請人簽名: _____

Date 日期: _____

FOR OFFICE USE ONLY

Approved: Yes No If no, reason: _____

Date: _____