

Reservation of Meeting Room/Facilities at COA

Please complete the form below to make the booking:



Name:			
Email:			
Contact:			
Purpose:			
No of participants: (Expected)			
Date:	Time (start):	Time (end):	Duration:
Please tick accordingly:			
<input type="checkbox"/> Conference Room (Church Office)	<input type="checkbox"/> Multipurpose Hall (MPH)	<input type="checkbox"/> Lee Kuo Chuan (LKC)	<input type="checkbox"/> Ascension Hall (AH)
<input type="checkbox"/> (AH) Mission RM (aka Intercession room)	<input type="checkbox"/> (AH) Meeting RM (Inside Ascension Hall)	<input type="checkbox"/> (AH) Counselling (Room 1 by the lift)	<input type="checkbox"/> (AH) Counselling (Room 2)
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Library @ Sanctuary (Reference)	<input type="checkbox"/> Library (Lending) (Formerly Mission Room)	<input type="checkbox"/> Sunday School (ALL Rooms)
<input type="checkbox"/> Peace (The last Room)	<input type="checkbox"/> Kindness	<input type="checkbox"/> Joy	<input type="checkbox"/> Love (Largest of the 4 rooms)
<input type="checkbox"/> Youth Room (Left side of the Hall)	<input type="checkbox"/> Youth Room (Right side of the Hall)	<input type="checkbox"/> Pantry (LKC)	<input type="checkbox"/> OTHERS
<p>Reservation requests will be processed on a first come first served basis. As rooms are limited, please wait for confirmation of room availability before making any arrangements.</p> <p>_____ Signature & Date on the day of booking</p>			

 **Special Request (Please write in the space below)**

Please note that any additional requests must be made at the time of the booking.