

NPAC Retreat Corner

Condition and Regulations of Venue Booking

Booking period: 2 hours per slot (closed on statutory holidays)

1. 9:30 am to 11:30 am (Mon to Sat)
2. 11:30 am to 1:30 pm (Mon to Sat)
3. 1:30 pm to 3:30 pm (Mon to Sun)
4. 3:30 pm to 5:30 pm (Mon to Sun)
5. 5:30 pm to 7:30 pm (Mon to Wed, Fri, Sat)
6. 7:30 pm to 9:30 pm (Mon to Wed, Fri, Sat)

Applicable user:

Type A: NPAC fellowships, Dynamic Groups, ministry units (participants under the age of 16 need to be accompanied by a counselor).

Type B: Individual groups (participants must be 16 of age or older, and regular NPAC participants for no less than half a year).

Purpose of use: Practice spiritual disciplines (e.g., retreat, meditation, prayer). For sharings, meetings and discussions, please book other rooms.

Number of users: 3 to 20 persons (please submit participants list).

How to apply:

- a. Fill in the application form at least five days before the booking date. Application form can be dropped in the "form collection box" located in Main Church, Education Centre or Truth Centre. The form must be signed by a pastor. Participants list to be submitted to Truth Centre reception on the day of use.
- b. Class A applicants are allowed to use up to 4 time slots. Class B applicants can use up to two slots. (Please extend the use of time at the reception on the day of use.)
- c. Priority will be given to Class A applications in case of receiving applications for the same time slot from different parties. Administrative staff will notify the applicants for arrangement confirmation. For Class B applications, confirmation of booking will be notified 4 days before the booking date.
- d. Before using the venue, at least three participants should be present at the reception and HK\$100 deposit should be paid. Upon leaving the church, at least three participants should be present at the reception and retrieve the deposit.

Terms and conditions of use

1. Except for water, no eating or drinking inside the Retreat Corner.
2. Take off your shoes and wear socks when entering the Retreat Corner.
3. Computer and projector are set up in the Retreat Corner. Please borrow the AV box with remote control from reception.
4. Kneeling pads, meditation materials, CD player, and music CD are placed inside the cabinet. Push open the side door for chairs. Put the items back in their place after use.
5. For safety, upon entering the Retreat Corner, the door will be locked to prevent opening from outside. If needed, place the rubber stopper on the door for easy access.
6. When your retreat is finished, turn off the light and A/C, and close all windows. Return the AV box back to reception during office hours.

Please keep the venue clean and tidy. Thank you for your cooperation.