



**YISHUN CHRISTIAN CHURCH (COUNCIL)**  
**10 Yishun Avenue 5**  
**Singapore 768991**  
**Tel.: 67556379**



## **RULES AND REGULATIONS ON THE USE OF CHURCH FACILITIES**

### **1. RULES AND REGULATIONS ON THE USE OF CHURCH PREMISES**

#### **1.1 SUNDAYS**

The use of the church on Sundays is regulated by the following times:

8:00 a.m. – 10:30 a.m.	ANGLICAN English congregation (YCCAE)
10:30 a.m. – 11:00 a.m. Inter-change time	
11:00 a.m. – 1:30 p.m.	LUTHERAN English congregation (YCCLE)
1:30 p.m. – 2:00 p.m. Inter-change time	
2:00 p.m. – 4:30 p.m.	LUTHERAN Chinese congregation (YCCLC)
4:30 p.m. – 5:00 p.m. Inter-change time	
5:00 p.m. – 7:30 p.m.	ANGLICAN Chinese congregation (YCCAC)
7:30 p.m. – 8:00 p.m. Inter-change time	
8:00 p.m. – 9:30 p.m.	At the disposal of the Council

It is free of charge for usage of church premises on Sundays, except for weddings.

#### **1.2 PRIORITY DAYS**

Priority days are allocated, to each congregation during the weekdays. If congregations wish to use time on days other than their priority days, they should seek the permission of the other congregations, through the vicar/senior pastor.

The priority days are allocated as follows:

**MONDAYS:** 1<sup>st</sup> & 3<sup>rd</sup> Mondays of the month – Lutheran  
2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month – Anglican  
5<sup>th</sup> Monday of the month – Alternates (Anglican/Lutheran)

**TUESDAYS:** Anglican

**WEDNESDAYS:** Lutheran

**THURSDAYS:** Anglican

**FRIDAYS:** Lutheran

**SATURDAYS:** 1<sup>st</sup> & 3<sup>rd</sup> Saturdays of the month – Lutheran  
2<sup>nd</sup> & 4<sup>th</sup> Saturdays of the month – Anglican  
5<sup>th</sup> Saturdays of the month – Alternates (Lutheran/Anglican)

It is chargeable for actual usage of church premises according to the standard rates as shown in Appendix: SC.

### 1.3 BOOKING OF CHURCH PREMISES

Members of the congregation can book the church premises for official purposes through their respective vicar/pastor using the standard booking form as shown in Appendix: BF. The original booking form should be submitted to the Administrator for processing.

### 1.4 LIMITS TO USE OF CHURCH PREMISES

The church premises will not be used for non-Christian functions except by the government in an emergency.

### 1.5 CAR PASS

To prevent unauthorized parking, members of all congregations who wish to park their cars within the church compound overnight should obtain a "Car Pass" from the Administrator of Yishun Christian Church (Council).

### 1.6 CAR PARK

The car park lots for pastors are shared. Two lots for the Anglican pastors and two lots for the Lutheran pastors.

### 1.7 USE OF CHURCH PREMISES FOR FESTIVE SEASON

Group A of festive season includes Maundy Thursday (eve of Good Friday) and New Year Eve. Group B of festive season includes Christmas Eve and Ash Wednesday. The group usage will be alternate each year based on odd or even year as follows:

Group	Festive seasons	Odd year	Even year
A	Maundy Thursday, New Year Eve	YCCA	YCCL
B	Christmas Eve, Ash Wednesday	YCCL	YCCA

It is free of charge on usage of church premises on these festive seasons.

## 2. REGULATIONS ON THE USE OF CHURCH EQUIPMENT

### 2.1 USE OF EQUIPMENT

Yishun Christian Church (Council) equipment are meant to be used for Christian activities only. Private usage of Council equipment is strictly prohibited.

### 2.2 ACCOUNTABILITY

The Building & Property Maintenance sub-committee, which will report to the Council, will manage all church equipment.

### 2.3 SALE/PURCHASE

No equipment that belongs to the Council can be bought or sold without the prior knowledge and permission of the Building & Property Maintenance sub-committee. However, equipment that belongs to the individual congregations will be under the care and management of the respective congregations.

#### 2.4 DONATION AND MODIFICATION OF EQUIPMENT

The Building & Property Maintenance sub-committee must be consulted on all donations of equipment to the Council. They will supervise all repairs and modifications of Council equipment.

#### 2.5 BOOKING OF EQUIPMENT

Equipment must be booked and signed out after the vicar/pastor in charge has granted permission. Equipment can only be signed in by the caretaker of the vicar/pastor in charge. Lost or damaged equipment must be reported in the sign out/in book as soon as discovered.

#### 2.6 SECURITY AND RESPONSIBILITY

Users of Council equipment must be responsible for the security of the equipment and must not leave them unattended when not in use.

#### 2.7 OUTSIDE USE

Permission of the vicar/pastor in charge should be obtained when Council equipment is used outside the church premises.

### 3. REGULATIONS ON RENTAL OF CHURCH FACILITIES FOR WEDDINGS

#### 3.1 WEDDINGS OF YISHUN CHRISTIAN CHURCH MEMBERS AND STAFF

“Rules and Regulations for Rental of Church Facilities for Wedding of Members of Yishun Christian Church” applies.

#### 3.2 WEDDINGS OF CHRISTIANS WHO ARE NOT MEMBERS OF YISHUN CHRISTIAN CHURCH

“Rules and Regulations for Wedding of Christian who are not members of Yishun Christian Church” applies.

#### 3.3 WEDDING OF CHRISTIANS WHO ARE AFFILIATED TO YISHUN CHRISTIAN CHURCH

Applicants are required to submit a letter of recommendation from their Pastor-in-charge stating that their Sanctuary is under renovation. The rates of rental of church premises is according to the same rate of YCC members. However, other miscellaneous fees will be imposed according to the “Rules and Regulations for Rental of Church Facilities for Wedding of Christians who are not Members of Yishun Christian Church”.

## CHARGES ON USAGE OF CHURCH FACILITIES

[NOTE: NOT APPLICABLE TO WEDDINGS]

With effect from 1<sup>st</sup> October 2008, the Joint Council has agreed to implement charges for the usage of Church Facilities from Monday to Saturday, on hourly basis as indicated in the table below:

VENUE	PER HOUR *	REMARKS
SANCTUARY	\$35.00	* The charge will be based on per hour and <b>subject to a <u>minimum of 2 hours</u> booking</b> . Any minutes is rounded up to the next higher hour. (E.g. If member used 2 hours 20 minutes, the charge will be 3 hours).
PRAISE HALL	\$30.00	
THE UPPER ROOM **	\$10.00	
iZONE	FREE	** The booking charge of The Upper Room will be waived for all bookings for Joint Council or Anglican/Lutheran Church Council meetings.
CRY ROOM	FREE	
ROOF-TOP TERRACE	FREE	

### Special Notes:

1. Booking should be done with the appropriate form, and has to be authorized by your pastor. Then the original form should be submitted to the Administrator for processing.
2. Individual denomination should as far as possible book your own Priority Day under the Agreement.
3. For **own Priority Day**, denomination can book up to 6 months ahead. Advanced booking of the **other denomination Priority Day** is up to **a maximum of 1 month ahead**.
4. Approval to the other denomination for use of facilities on your priority day is **irrevocable**, except for Sundays. For Sundays only, the Approving denomination has the right to take back their own timeslots even though approval was given earlier for another denomination use.
5. Cancellation of booking should be made **at least 1 week before the actual date**, failing which Room Charge will still be levied accordingly.
6. All bookings and cancellations must be done through the Joint Council Administrator.



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[BF: Revised 4/2018]

## CHURCH FACILITIES BOOKING FORM

- ☐ Anglican English / Chinese / Tamil  
☐ Lutheran English / Chinese / Dialect

Date: \_\_\_\_\_

☐ Others \_\_\_\_\_  
 (Specify)

Ministry: \_\_\_\_\_  
 (e.g. Mission, Youth, Child Care, etc.)

Event / Reasons: \_\_\_\_\_

Required for the following venue(s):

DATE	DAY	SANCTUARY	PRAISE HALL	iZONE	THE UPPER ROOM	ROOF-TOP TERRACE	
		time --	time --	time --	time --	time --	
		time --	time --	time --	time --	time --	
		time --	time --	time --	time --	time --	
		time --	time --	time --	time --	time --	
		time --	time --	time --	time --	time --	

[NOTE: This booking is subjected to terms and conditions as stipulated in our RULES & REGULATIONS ON THE USE OF CHURCH FACILITIES.]

Booked by: \_\_\_\_\_  
 Signature

Authorized by: \_\_\_\_\_  
 Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Contact No. \_\_\_\_\_

Contact No. \_\_\_\_\_

Priority Day: Anglican // Lutheran // Timeslot for Sunday/PH

Approved by:

Approved by:

Approved by:

Approved by:

\_\_\_\_\_  
Rev. William Chee\_\_\_\_\_  
Rev. Soh Guan Kheng\_\_\_\_\_  
Rev. Ng Hwee Leong\_\_\_\_\_  
Rev. Low Kim Cheng