



CHURCH OF THE HOLY FAMILY KAJANG

11, Jalan Gereja, 43000 Kajang, Selangor Darul Ehsan.

Tel : 03-8733 1154, 03-8738 7404 | Email : holyfamily@archkl.org

SOP FOR IN-PERSON MEETINGS, GATHERINGS AND EVENTS IN CHURCH

1. Please submit your request to parish office at least 1week (7) days before event.
2. In the case of recurring regular meeting / event, submit request on monthly basis.
3. If you are planning to cancel the booking, please inform the Parish Office 24 hours before the event.
4. Mask wearing is required in-doors.
5. Food is not to be served in the meeting room/classroom, without permission from the parish office. If meals are being served, "packed food is recommended. Where gatherings involve only a small number of people, it is encouraged that the food is served in open spaces or large rooms with good ventilation." (Chancery Notice 31/5/2022).
6. The venue / room will be assigned by Parish Office based on availability and size of the group.
7. The windows are to be kept fully opened to ensure good ventilation. DO NOT switch on the aircond (if any) in the room assigned.
8. To maintain a distance of at least one chair between individuals.
9. **Please remember to close windows and turn off the lights after using the room.**
10. Try to ensure that your gathering / meeting **does not exceed one and a half hour.**
11. Anyone who has come into close contact with another person who has tested positive within the past 7 days or is displaying some symptoms, should avoid attending the meeting / gathering or event.



FR MICHAEL CHUA
PARISH PRIEST

Applicants Signature : Ministry/Organisation :

Applicants Name : Date/Time :