



# Taiwanese American Foundation of San Diego

## Taiwanese American Community Center

### 聖地牙哥台美基金會 台灣中心

Federal Non-Profit Organization Tax Identification: 33-0709735

7838 Wilkerson Court, San Diego, CA 92111 Tel : 858-560-8884 • Fax: 858-560-9276

## 台灣中心場地使用申請表

### Facility Use Application Form

租借單位

Name of Organization \_\_\_\_\_

申請人

Applicant \_\_\_\_\_

電子信箱

E-mail \_\_\_\_\_

地址

Address \_\_\_\_\_

住家電話

Home Phone \_\_\_\_\_

公司電話

Work Phone \_\_\_\_\_

傳真

Fax \_\_\_\_\_

租借場地 Facility Desired	日期 Date	時間 Time	預計人數 # ppl. Attending	活動性質 Purpose/Program	租金 Rate
大禮堂 Auditorium					\$160/hr * \$100/hr
室內廣場 Indoor Plaza					\$100/hr * \$70/hr
會議室 Conference Room					\$50/hr * \$30/hr
教室 Classroom					\$80/hr * \$50/hr
展覽室 Gallery					30% of Art Work Sale
廚房 Kitchen					\$80/hr * \$50/hr

\* Lower rate for Non-profit organizations

租金 (Facility Usage Fee) \$ \_\_\_\_\_

押金 (Cleaning/Damage Deposit) \$ \_\_\_\_\_

#### RULES :

- All applications must be filed at least 2 weeks in advance and will be processed in 3 days.
- The applicant must be 21 years or older. Adult supervision is required at all youth activities.
- No smoking or alcoholic beverages.
- Deposit of 1/2 of the facility usage fee should be submitted to TACC one week prior to the event, (special arrangement available for frequent users).
- Facility usage time must include any needed set up and clean up time. Extended usage of more than 30 minutes on the hour will be charged usage fee of one addition hour. User also must pay \$15/hour fee for hours extended outside of regular TACC opening hours.
- The applicant is responsible for setting up, restoring and cleaning up the facility. If damage occurs, the applicant must pay for repairs and/or replacements.
- TACC is not responsible for items left in the center after the event.
- In case of an accident during the event, the applicant is responsible for all the expenses and liabilities incurred by the accident.

I have read and agree to the above rules:

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Cannot be approved because: \_\_\_\_\_

Usage Fee \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Date Paid \_\_\_\_\_

Signature of TACC Executive Director: \_\_\_\_\_ Date \_\_\_\_\_

Discount available for Taiwanese American organizations, please contact TACC office for details