



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

電子信箱

Applicant _____ E-mail _____

地址

Address _____

住家電話

公司電話

傳真

Home Phone _____ Work Phone _____ 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					未定
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

租金 (Rental Fee) \$ _____ 押金 (Cleaning/Damage Deposit) \$ _____

使用規則 (Rules) :

- 申請人需在兩星期前提出申請，如場地需可，三天內可批准。
All applications must be filed at least 2 weeks in advance and will be processed in 3 days.
- 申請人必需年滿 21 歲，若是青少年的活動，需有成年人伴隨整個活動。
The applicant must be 21 years or older. Adult supervision is required at all youth activities.
- 嚴禁吸煙及喝酒。
No smoking or alcoholic beverages.
- 請自行負責場所的佈置及善後清潔，桌椅收歸原位，垃圾清除乾淨，若設備及場所有毀損，申請人將負責賠償。
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.
- 貴重物品請自行保管，若遺失台灣中心恕不負責。
TACC is not responsible for items left in the center after the event.
- 使用期間若有意外事故發生，申請人需負責一切醫療賠償責任。
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:

申請人簽名 _____ 日期 _____
Signature of Applicant _____ Date _____

Approved by: _____ Cannot be approved because: _____

Rental Fee \$ _____ Check No. _____ Deposit \$ _____ Check No. _____ Date Paid _____

Signature of TACC Executive Director: _____ Date _____