

Chinese Culture and Community Service Center, Inc. (CCACC)



美京華人活動中心

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CCACC Facility Rental Procedures and Usage Regulations

場地租用辦法與使用規定

Rental Procedures 租用辦法

1. CCACC facility can be used for pre-authorized activities by CCACC affiliated clubs, associate clubs, non-profit organizations and other organizations.
中心所屬場地可供中心社團、中心的友好社團、其他非營利組織或營利組織，進行經事前核准之活動。
2. You can reach CCACC via phone, email or in person. We are more than happy to serve or assist you.
請電郵、打電話或親臨 CCACC 中心總部辦公室，我們很樂意協助您，為您服務。
3. Please submit your facility rental request to CCACC office and pay in full within 5 business days after your facility rental request is approved.
場地租借申請經核准後，請於五個工作天內繳清全額費用。
4. Please use your rental facility in accordance with the purpose of your reservation. Setting up in advance and cleaning afterwards are all included in your rental time. We appreciate your promptness in ending the facility use without any delay so that it won't impact other programs that followed. Extra fees may be charged if it's over your reservation time. One extra hour rental fee will be charged for EVERY extra 15 minutes of usage.
租借時段包括事前之佈置與準備、使用以及清理。敬請準時結束活動，以免影響其後的場地使用者。如逾時，每逾十五分鐘，追繳租金以一小時計，以此推算並累計追繳租金。
5. For cancellation, the renting party needs to notify CCACC office in advance. Refund would be granted for any unused dates if it's notified at least 3 business days prior to rental date. For inclement weather factor, refund would be granted for any unused date if it's notified at least 1 business days prior to rental date.
租借單位如欲取消租約，請在預訂使用日期之前至少三個工作天，通知中心總部辦公室，否則不退費。如遇天候狀況不佳，中心開放，但租借單位欲取消租約，則請於預訂使用日期之前至少一個工作天，通知中心總部辦公室，否則不退費。依前述規定完成取消租借者，可獲全額退還未使用日期之場地租金。
6. For inclement weather, refund would only be granted to renting party if CCACC was closed. For opening hours, please check CCACC website at www.ccacc-dc.org or dial 301-820-7200 for recorded announcement.
如遇天候狀況不佳，中心不開放，原租借當日使用者可獲全額退還租金。中心是否開放使用，請上中心網站 www.ccacc-dc.org 查詢或致電中心總機 301-820-7200 聽取錄音通知。

7. Please make the check payable to CCACC.

場租支票抬頭請寫 CCACC。

8. CCACC retains the right to use the facility at any time, even though it's reserved for user. If it occurs, user would be notified and the rental fee would be either fully refunded or a credit will be issued for the cancellation.

本中心保留場地優先使用權，必要時得要求租借單位改期。如取消租借，將退還已繳的當次租金。

Usage Regulations 使用規則

1. Storage space/cabinet is not included in the facility rental for any organizations/clubs/associations.

貯藏櫃空間，將不提供租借團體使用。

2. No food or beverage is allowed where it is posted. Request and pre-approval are required to bring in any food or beverage. There may be extra charges.

禁止用餐及飲料，如因活動需使用茶點，必須事先申請並經核准，且加付清潔費等額外費用。

3. Please keep the area clean and return to its original order and setting.

請保持環境整潔，離開時並恢復場地原貌。

4. Club leaders or renting representative must sign in at the front desk.

租用中心總部場地之社團負責人、其他團體之代表必須在中心總部前台簽到表上簽名。

5. The usage of facility must be in compliance with the approved facility rental application / agreement.

租借團體或個人，務必依原申請之用途使用。

6. CCACC retains the right to cancel the rental agreement if renter fails to comply with the rules or regulations.

Liability Release Agreement 責任免除協議

The above named organization, and I (we), _____ will not hold CCACC liable for any personal injury or personal property damage while we are using the CCACC facility.

以上提及之組織，與我/我們，_____ 不會向美京華人活動中心提告。在使用中心場地期間內，中心對所發生任何人身傷害或個人財產受損之賠償亦不負責。

Signature 簽名: _____ **Date 日期:** _____