

# The Chinese Community Cultural Center

## Request for use of Facilities Application

**\*ALL FIELDS REQUIRED**

Today's date: \_\_\_\_\_

Requested dates(s): \_\_\_\_\_

Facility to be used: Room #1 \_\_\_ Room #2 \_\_\_ Room #3 \_\_\_ Room #4 \_\_\_ Room #1 - 4 \_\_\_ Kitchenette \_\_\_  
Other \_\_\_\_\_

Equipment to be provided: Audio system \_\_\_ Microphone \_\_\_ # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_ Television \_\_\_ DVD \_\_\_ VCR \_\_\_  
Other \_\_\_\_\_

Applicant's name and contact information: \_\_\_\_\_

Organization name: \_\_\_\_\_

Organization address: \_\_\_\_\_

Organization phone number and email address: \_\_\_\_\_

Description of proposed use: \_\_\_\_\_

\_\_\_\_\_

(Attach additional page if more room is needed)

Hours of use: From: \_\_\_\_\_ (AM – PM) To: \_\_\_\_\_ (AM – PM)

Please check one: Profit Organization: \_\_\_ Non Profit Organization: \_\_\_

Admission charged: \$ \_\_\_\_\_ estimated attendance: \_\_\_\_\_

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**This section to be filled out by The CCCC personnel only**

<u>Services required:</u>	<u>No. of Personnel</u>	<u>Estimated Costs</u>	<u>Actual Costs</u>
Operation cost	_____	\$ _____	\$ _____
Use Fee	_____	\$ _____	\$ _____
Custodian(s)	_____	\$ _____	\$ _____
Total		\$ _____	\$ _____

Special requests or instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Organization using the space for events are required to pay a deposit of twenty (25%) of the cost of rental, for custodial and / or other services ten (10) weekdays after the approval of use. One hundred (100%) of the cost is due seven (7) days prior to the event. We require forty-eight (48) hours of cancellation notice, the twenty-five (25%) deposit will be non-refundable if cancelled after that time. A security deposit of one-thousand (\$1,000.00) is required prior to usage to cover any damages caused to the Center.

I (we) having fully read the rules and regulations, agree that claims arising from Renter's usage for equipment and facilities for breakage or loss shall be met by the Renter. The Renter will hold The Chinese Community Cultural Center and any of its employees harmless to any personal injuries, liabilities, or any other suits arising as a result of the use of facilities by the Renter to either participants or spectators. Organizations which schedule events open to the public must furnish certificates of property damage in the amount of \$100,000 and liability insurance in the amount of \$500,000/\$1,000,000 with The Chinese Community Cultural Center as co insured.

A copy of all materials (catalogues, brochures, etc) must be submitted to the Center prior to the event. The Center reserves the right to reject any material issued or displayed during the event which is deemed unsuitable.

Any cancellation in a schedule must be made by contacting Stephanie Cheng (703) 887-4828 forty-eight (48) hours in advance or fees will not be refunded.

**AT NO TIME IS ALCOHOL PERMITTED ON THE PROPERTY.**

Signature of Applicant: \_\_\_\_\_

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