



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

\$50 will be charged to the renter if the audio system has been used.

* 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. Users also must pay **\$25/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