

Century Arts Alliance Foundation

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Facility & Classroom Usage Form

| | | |
|--|-----------------------------|------------------------------|
| Purpose: | Date: | |
| Time: _____ | to _____ | |
| Facility Rental Fee: | Security Deposit: | |
| Department Name: | Number of Attendees: | |
| Person in Charge: | Tel: (H) (O) | Fax: Email: |
| Contact Person: | Tel: (H) (O) | Fax: Email: |
| Please check the appropriate box below: Location/classroom: <input type="checkbox"/> Ault Program <input type="checkbox"/> Children Program <input type="checkbox"/> Others _____ <input type="checkbox"/> Tables _____ <input type="checkbox"/> Projector <input type="checkbox"/> Chairs _____ <input type="checkbox"/> TV&VCR | | |
| Sound System/Equipment/Facility <input type="checkbox"/> Sound Man Person in Charge: _____ Contact Tel: _____ <input type="checkbox"/> Keys Man Person in Charge: _____ Contact Tel: _____ <input type="checkbox"/> Facility Man Person in Charge: _____ Contact Tel: _____ Misc: <input type="checkbox"/> Meal <input type="checkbox"/> Snack <input type="checkbox"/> Others _____ | | |
| Remark: 1. Please fill out the form 10 days before the event, and return it to the CAAF Center. 2. Please complete the form in detail. The CAAF will assign classroom numbers to each room, and notify renter within three days of rental confirmation. 3. Alarm system will be on at the CAAF Center every evening at 12:00am. The Center will be also cleared by 12:00am. 4. Entrance and exit shall be made at the main entrance, All other doors are for emergency exits, and are not for public use during any event. 5. No food is allowed except in the activity room. Renters should be prepared to bring their own cooking and dining wares (including plates, forks and knives, napkins, garbage bags, tea and coffee). If you need to borrow tea/coffee maker from the CAAF, you should be responsible for cleaning and return it to its original place after each use. Due to the limited space at the CAAF, all food should be prepared before it is brought to the CAAF. Garbage should be cleaned on a daily basis, including all classroom and location for rent, and should be dumped into the big dust bin behind the CAAF Center. 6. It is the renters' responsibility to plan use of and clean the CAAF Center after each use. (For detailed information please ask the CAAF Coordinator for notification.) | | |
| Signature: _____ Date: _____ | | |