



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  
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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 \_\_\_\_\_

電話

Phone Number \_\_\_\_\_ 公司電話 Work Phone \_\_\_\_\_

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					\$180/hr * \$120/hr
室內廣場 Indoor Plaza					\$120/hr * \$80/hr
會議室 Conference Room					\$60/hr * \$35/hr
教室 Classroom					\$90/hr * \$60/hr
展覽室 Gallery					30% of Art Work Sale
廚房 Kitchen					\$90/hr * \$60/hr

如果使用中心音響影像設備，酌收 \$75 使用費

\$75 will be charged to the renter if the audio/ video system has been used.

\* Lower rate for non-profit organizations

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，如場地許可，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.
- 場所使用訂金 (1/2 租金)需於活動一星期前交予中心 (經常使用者可另行安排) 。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).
- 場所使用時間計算包含會前佈置及會後清潔。使用時間超過 30 分鐘需付額外一小時使用費。使用時間超過中心正常營業時間，使用者需另付 \$35/hr。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 \$35/hour fee for hours extended outside of regular TACC opening hours.
- 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 \_\_\_\_\_

台美人組織團體另有折扣，請洽台灣中心辦公室。

Discount available for Taiwanese American organizations, please contact TACC office for detail.

## Facility Rental Policy

1. The nature of the event for which a TACC facility is rented must not contradict the purpose of TAFSD as prescribed in its By-Laws.
2. When there are time-conflicts between events, in general, the TACC events will be given priority.
3. All applications must be filed at least 2 weeks in advance and will be processed in 3 days if the facility is available. After the application is approved, reservation of the facility becomes effective after the payment of the full rental and the required deposit. The deposit will be fully refunded if there are no damages and unpaid bills.
4. If the event is cancelled later than 2 weeks prior to the scheduled date, 30% of the total rental will be retained by the TACC.
5. The applicant must be 21 years or older. Adult supervision is required for all youth activities.
6. No smoking or alcoholic beverages are allowed at any facility.
7. The applicant is responsible for setting up, restoring and cleaning up the facility. If damage occurs, the applicant must pay for repairs and/or replacement.
8. TACC is not responsible for items left at the TACC facilities after the event.
9. The applicant should be held liable for any personal injuries and/or property damages caused by applicant's negligence. The applicant should be responsible and pay in full all expenses resulted from the personal injuries and/or property damages from such negligence.
10. Those organizations that pay monthly rental (e.g., SDTCA, SDTACC, SDTLC) may use the TACC conference room free of charge. These organizations must follow the application procedures of article 2 except for the payment of fees and deposits.
11. Those organizations that pay monthly rental such as SDTCA, TCCSD and SDTLC may use any TACC facility four times a year free of charge.
12. When organizations use TACC facilities to sell food or merchandise, they should pay 10% of the total proceeds to TACC as fees.
13. The TACC will receive 30% and the exhibitor 70 % of the proceeds from the sales of the art works exhibited in the gallery. No separate rental will be charged.

## Pricing

Facility	Area (sq. ft.)	Capacity	Rent (profit)	Rent (non-profit)
Auditorium	3,700	300 ppl	\$180/hour	\$120/hour
Indoor Plaza	960	90 ppl	\$120/hour	\$80/hour
Classroom	583	50 ppl	\$90/hour	\$60/hour
Conference Room	300	15 ppl	\$60/hour	\$35/hour
Gallery	573		TACC gets 30% Artist gets 70% of all sales	
Kitchen	900		\$90/hour	\$60/hour

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