

## Facility Reservation Procedure

### 设施预定流程

#### 1. Facility Reservation Procedures for External Groups: 外部使用者预定设施及场地管理流程

The following represents the workflow we should employ for external groups that would like to use any campus facility:



以下流程图适用于外部使用者设施租赁申请



Applicants shall fill out the **<Facility Usage Reservation Request Form>** (See Attachment 1), and sign up for the **<Release of Liabilities, Waiver of Claims, Assumption of Risks and Indemnification Agreement>** (See Attachment 1) in the first instance. Personal certification (such as coaching badges, etc.) and a company's qualification are required to be completed before we process any request. BCIS does not accept booking during holidays.

申请人申请时应填写《北京乐成国际学校设施预定申请表》(见附件一),并在《免责,放弃索赔,承担的风险和补偿协议》(见附件一)表中签字,同时提交使用人资格证(如教练证等个人资格证书)及活动组织者单位资质(如单位营业执照副本复印件),学校会根据填写好的信息处理相关申请。BCIS 假期不接受预定。

#### 1) Facility leasing fees need to be paid to our Finance Department at least one working day before using a facility after a request is approved by the School-Based Team. The following conditions for timelines should be observed:

- Two weeks' notice for one-off requests
- Any ongoing (multiple date requests) need to be in three weeks prior to the next season.

申请被批准后,外部使用者应将租赁费用在设施使用前至少一个工作日交到财务部门。设施申请须经学校管理团队批准方可实施。

设施及场地的预定的申请时间:

- 单个设施预定需要提前2周申请
- 任何持续的设施预定(多日期的预定申请)需要提前3周申请预定。

#### 2) The maximum booking limit for one group is three times a week. 同一外部申请者一周最多可以预定三次设施及场地。

## 2. Available BCIS Facilities (BCIS Main Campus Only) : 可租用设施包含 (仅限BCIS主校区) :

- Gymnasium 体育馆
- Soccer Field 足球场
- Outdoor Tennis Court 室外网球场
- Theatre 剧院
- Sunken Plaza 下沉广场
- Multi-Purpose Hall 多功能厅
- Black Box 黑盒子
- Classrooms 教室

Open hour of the facilities above is at 17:00-21:00 from Monday to Friday, 08:00-21:00 on weekends. The BCIS Main Campus is closed during school holidays.

以上设施的开放时间为：周一至周五：晚上 17:00 点至晚上 21:00 点；周末：早上 08:00 点至晚上 21:00 点。

## 3. Criteria of External Group: 外部组织标准

The facilities of BCIS will always be opened to the public. We welcome all people, social organizations, and units to use the facilities of the BCIS Main Campus, especially for public welfare, educational, social, or other civic purposes benefiting the community.

BCIS 的设施将持续对公众开放，我们欢迎所有个人、社会组织及单位租用 BCIS 的设施。我们更加欢迎个人、团体、组织使用 BCIS 的设施从事公益、教育、社会或其他符合社区利益的活动。

The following group is likely to be declined:  
下列组织的设施申请不予以考虑:

- Blacklisted Groups (see note below)  
进入黑名单的组织(请见下文说明)
- Religious Groups  
与宗教有关的组织
- Groups Against Government Regulations and Policies  
与国际或地方政策相违背的组织
- Extreme Fitness Groups (Military Training, etc.)  
极限体能训练的组织 (军训等)
- Any Group that may Tarnish BCIS' Reputation  
任何有损 BCIS 声誉的组织

*Note: Any of the following situations will cause a user to be blacklisted:  
◇ There is personal injury or property loss during the activity.*

- ✧ *The actual activity content is different from the submitted description.*
- ✧ *Having physical or verbal confrontation with other groups or personnel.*
- ✧ *Failing to comply with school management or violating school regulations more than twice.*

说明：使用者在使用 BCIS 设施进行各项活动，如有以下情形发生将被列入黑名单。

- ✧ 活动中发生人身伤亡或财产损失的；
- ✧ 活动内容与申请内容不符的；
- ✧ 与其他组织或个人发生语言或肢体冲突的；
- ✧ 不服从学校管理或违反学校相关制度被发现 2 次以上的。

#### 4. Criteria for Activities:

##### 活动的标准

Groups seeking to use BCIS facilities for conducting activities must meet the following criteria:  
 租用学校设施开展的任何活动必须符合下列要求：

- The activity must be orderly and lawful.  
必须合法合规。
- The activity must not be of provocative nature.  
不能从事任何具有煽动性的活动。
- The activity must not be discriminative against race, gender, ethnicity, national origin, or religion.  
不能从事任何具有民族、性别、种族、国家或宗教信仰歧视和偏见性质的活动。
- The activity organizers must be able to provide supervision.  
活动组织者在活动进行中做到自我管理。
- The activity must not jeopardize or threaten the health, safety, or welfare of any individual.  
不能从事任何危害或威胁他人健康、安全或福利的活动。
- The activity must serve as an educational, recreational, athletic, cultural, or charitable purpose.  
必须是以教育、娱乐、体育、文化交流或慈善为目的。

BCIS reserves the rights for interpretation regarding the statements above.  
 BCIS 拥有以上条款的最终解释权。

## 5. BCIS (Main Campus) Facility Rental: BCIS (主校区)场地及设施租赁

BCIS (Main Campus) Rental for Venue and Facility BCIS(主校区)场地及设施租赁		
No. 序号	Venue 场地	Rental 租金
1	Soccer Field * 足球场	RMB 1,200/hour 人民币 1,200 元/小时
2	Gym* 体育馆	RMB 1,500/hour 人民币 1,500 元/小时
3	Outdoor Tennis Court ※ 室外网球场	RMB 400/hour 人民币 400 元/小时
4	Theatre * 剧院	RMB 7,200/performance/rehearsal/meeting (RMB 11,000 with air-conditioner turned on) 人民币 7,200 元/演出、排演、会议 (人民币 11,000 元 空调开启)
		Charges for theater AV devices and lighting is RMB 3,500 剧院 AV 设备及灯光费用 人民币 3,500 元
		Rental of piano is RMB 1,000 钢琴租赁费用 人民币 1,000 元
		All above to be calculated by every 4 hours. 本项所有费用以每四小时为单位计算
5	Classroom 教室	RMB 1,500/day/room or RMB 900/half day/room (RMB 8,200/day with air-conditioner on) 人民币 1,500 元/天/间 或 人民币 900 元/半天/间(空调开启费用: 人民币 8,200 元/天)
6	Black Box 黑盒子	RMB 600/Hour (RMB 1,500/hour with air-conditioner turned on) 人民币 600 元/小时 (人民币 1500 元/小时空调开启)
7	Sunken Plaza * 下沉广场	RMB 600/hour 人民币 600 元/小时
8	Multi-Purpose Hall ※ 多功能厅	RMB 850/Hour (RMB 1,800/hour with air-conditioner turned on) 人民币 850 元/小时 (人民币 1,800 元/小时 空调开启)
<b>Other Additional Charges:</b> <b>其他增项:</b>		
<b>AV Devices Rental: RMB 1,100 / 4 hours</b> <b>AV 设备费用 人民币 1,100 元/四小时</b>		
<b>Venues marked*: 标注*的场地:</b>		
<b>Security staff service and cleaning fees are compulsory.</b>		

### 必须缴纳安保及保洁的费用

**Venues marked ※: 标注※的场地:**

**Cleaning fee is compulsory. 必须缴纳保洁费用。**

**Security staff service per person is RMB 200/day and cleaning fee is RMB 600/time.**

安保员 人民币 200/人/天、保洁员人民币 600 元/次

**AV equipment staff or Customer Service Officer per person is RMB 200/hour and the Facility Set-Up Fee is RMB 600/time if requested.**

AV 设备人员或客服 人民币 200 元/人/小时, 设施装配费 600 元/次

#### Note:

注意

**Facilities are subject to availability. 设施及场地以实际可用性为准**

**Facilities are closed on national and school holidays. 设施及场地于国家及学校假日期间关闭**

## 6. Facility Rental Financial Assistance Request

### 设施租赁财政资助申请

- **Any group** incurring a rental fee may apply for financial assistance by filling in the **BCIS Rental financial assistance request form (See Attachment 2)**.  
任何团体发生租赁费都可以申请财政资助, 申请时填写《BCIS租金财政资助申请表》(见附件二)。
- The school-based team shall make their decision based on the below key criteria.  
校方团队的决议会基于以下主要标准
  - Relevance to mission 与学校使命的相关性;
  - Financial rewards involved to requesting group 设施使用申请者是收费团体;
  - Impact on school programming 对学校课程的影响;
  - Facility implications (wear and tear) 对设施的影响 (磨损与折旧)。