

Facility Usage Reservation Request Form

北京乐成国际学校设施预定申请表

Name of Organization 使用者名称	
Mailing Address 通信地址	
City/Zip Code 邮政编码	

I am applying for:

reservation of BCIS facility as an External Group/Internal Group (please circle) 我申请按照外部使用者/内部使用者的名义申请预定设施。(请画钩)

External Group 外部使用者 Internal Group 内部使用者

Date(s) of Event 活动日期	Y/D/M 年/日/ 月		Until 至:	Y/D/M 年/日/ 月	
---------------------------------	---------------------------	--	--------------------	---------------------------	--

Note: Maximum book-up period is 1 semester. Decision on renewal shall be made by the HOS, Deputy HOS and Director of Operations.

备注：预定的最长期限为 1 学期。执行校长、执行副校长和财务管理总监将对续租申请予以审定。

Please list the hours for which your organization is requesting:

请注明贵组织拟使用日期：

	Monday 星期一	Tuesday 星期二	Wednesday 星期三	Thursday 星期四	Friday 星期五	Saturday 星期六	Sunday 星期日
AM 上午							
PM 下午							

Time(s) of Event活动时间：

Set up 准备时间		Start time 开始时间		End time 结束时间		Takedown/Clean up 清场时间	
-----------------------	--	---------------------------	--	-------------------------	--	----------------------------------	--

Facility Requested (Please check one of the followings)

申请使用设施 (请在下列设施中画)

- | | | | | | | |
|--|---|--|---|--|--|---|
| <input type="checkbox"/> GYM
体育馆 | <input type="checkbox"/> Soccer Field
足球场 | <input type="checkbox"/> Black Box
黑盒子 | <input type="checkbox"/> Theatre
剧院 | <input type="checkbox"/> Sunken Plaza
下沉广场 | <input type="checkbox"/> Multi Purpose Room
多功能厅 | <input type="checkbox"/> Outdoor Tennis Court
室外网球场 |
|--|---|--|---|--|--|---|

Others

其它

Description of Event

活动描述

Equipment Requested (Additional fees may be applied) Please check all that apply
所需器材（根据需求决定是否交纳附加费）请选择下列器材

Theatrical Equipment
剧院设备

Others(Please specify)
其它

Please provide detailed information of all equipment requested:

请注明对所需设备的具体要求：

Application for fee reduction

租金优惠政策

This submission is based upon the following criteria:

应符合以下标准

Donation of services:

提供课外体育辅导或培训

This involves donating your time and expertise to promote BCIS students, staff or community programs. If your submission is successful then the fee reduction will be equivalent to your instructional fee x the amount of volunteer hours provided free to the school. Providers will need to specify what their group rate is for their profession and the number of volunteer hours they are willing to contribute. Donation of equipment that can be utilized by both the External Providers and BCIS community can also be used to off-set rental fee at an amount equivalent to cost of purchase of equipment. Successful applicants are eligible to apply for facility rental fee according to Note 9.

外部使用者申请为BCIS教师、员工和学生提供免费的课外体育训练或培训辅导可以冲抵其组织租用设施和场地的租赁费。申请人的冲抵或减免的租用设施和服务费用计算方式如下：为BCIS教师或学生提供免费培训的单价x免费提供培训的小时数。申请成功后，可以按照第9项中的价格标准收取设施和场地租赁费。

外部使用者申请为BCIS捐赠等值体育设备可以冲抵其租用设施和场地的租赁费。申请成功后，可以按照价格表 9 中的标准收取设施和场地租赁费用。

Provide Services to BCIS Community Mainly (>=50%):

If groups are classified as comprising at least 50% BCIS community members then they are eligible to apply for facility rental fee according to Note 9.

外部使用者成员中，内部使用者占 50%或 50%以上的，费用参照第 9 项

Provide Services to BCIS Community (<50%) and external members:

If groups are classified as comprising less than 50% BCIS community members then they are eligible to apply for facility rental fee according to Note 10.

外部使用者培训成员中，含内部使用者但不足 50%的，费用参照第 10 项

Detail your submission below

请注明特殊费用申请的详细原因:

Release of Liabilities

Waiver of Claims, Assumption of Risks and Indemnification Agreement

免责

放弃索赔，承担的风险和补偿协议

The purpose of this form is to make organizations aware that "... participating in cultural activities could possibly involve risk of injury..." The organizations also acknowledge that "...BCIS is not responsible or liable for injuries while using our facilities.

申请者（含个人和团体，下同）需要知道“...参加活动有受伤风险”，BCIS 对于在使用我校设施中产生的伤亡不承担任何责任。

Each organization must complete and sign the BCIS Release of Liability form **before** using any of our facility. **We request that all Facility Reservation Forms be submitted 10 days in advance.**

每一个申请者在使用学校设施之前都必须签署 BCIS 免责表格。所有预定表格需提前 10 天提交给学校。

Please be aware that your organization is responsible for your own well-being while using our facility. Your organization's representative signature indicates that your organization understands that BCIS is NEITHER responsible NOR liable for individual's actions in your

organization or anything that happens to your organization's participants because of the actions of others.

在使用设施的过程中，申请者应对自己组织成员的人身安全负责。申请者签署此协议代表 BCIS 对设施和场地租赁使用中发生的任何事情无任何责任。

Your organization shall be held responsible should any safety or security loss occur to BCIS or the third party during the course of the activity organized by your organization. BCIS is not responsible for any injuries, fatal accidents or property losses should they happen to any employees or members of your organization.

申请者在活动中造成 BCIS 或第三人的人身、财产损失应承担赔偿责任。申请者人员在活动中的伤亡事故和财物损失，BCIS 不承担责任。

Your signature on this form indicates that you have read and understand this form and accept the conditions and risks to your organization. Your organization should accept and understand the following guidelines and are willing to follow them:

你的签字代表您已经阅读和理解可能对申请组织产生的相关危险。申请者需要接受、理解和遵守以下条款：

- Purpose of the lessor or user must be for an educational, civic or philanthropic use.
出租和使用的目的必须和教育，民众和慈善相关。
- Use must not interfere with school activity or policy.
使用不得和学校的活动或政策冲突
- When an admission fee is charged, the purpose must be to advance the public or community welfare, and such meeting must be open to the general public
如果收取入场费，这个活动目前必然是和公众或者社区的福利有利的，所以这种活动需向公众开放。
- User should be responsible for own well-being while using BCIS facility.
使用者在使用 BCIS 设施时对自己负责。

- User shall be held responsible for any damage (intentionally or unintentionally), safety or security loss occur to BCIS or third party involved in the activity organized the user. The compensation for the amount of damage or loss shall be equivalent to the replacement or repair cost.
使用者需要对发生在 BCIS 或者第三方组织的活动中任何伤害（故意地或非故意地）、安全或者损坏负责。等价赔偿。
- If user is collecting a fee from members of participants of activities organized by the user, the user is wholly responsible for the fee collection even in circumstances where the School facilitates the collection of fee on behalf of the user. BCIS has no obligation to collect any fees on behalf of the user and shall not be liable for any loss arising from the fee collection.
如果使用人作为组织者并且收取参加活动成员费用，那么使用人作为代表负责收取相关费用。
BCIS 没有义务代表使用人收取费用，对于任何的费用丢失，BCIS 也不承担任何责任。
- User should be aware of the language used and actions.

请注意言行和举止。

- **Visitors must obey the rules laid down by the School while using BCIS facility.**
来访者在使用学校的设施设备时应遵守学校相关的规章制度。
- **Running is NOT allowed in the hallways.**
在楼道里应步行。
- **Food or drinks are NOT allowed inside the Black Box, theatre and gym, unless approved by the School.**
除非经学校特别批准，不得在黑盒子，剧院和体育馆内吃东西和喝饮料
- **BCIS reserves the right to permit the use of the school facilities (include gym, soccer field, Black Box, theatre, Sunken Plaza and etc.) which has not been previously reserved, and to reschedule or cancel existing reservations due to extraordinary causes (force majeure).**
对申请使用学校内体育馆、足球场、黑盒子、剧院和下沉广场等设施场地的行为，没有提前预定、预定变更、取消现有预定和出现特殊情况或不可抗力因素的，学校具有最终的许可权。
- **Members are advised NOT to leave money or valuables in/around the school. The School and their employees will not be liable in any way for the loss or damage to the property of the members, personal injury, or death of any visitor.**
来访者不要将现金和贵重物品留在校园内。学校和员工不承担任何与任何来访者有关的财物丢失或损毁以及人身损害或意外死亡的赔偿责任。
- **BCIS school personnel reserve the right to check identification and equipment in order to ensure order and security.**
为了保证正常的次序和安全，学校享有对设备设施确认和检查的权利。
- **Smoking is NOT permitted anywhere on the school premises**
校园内严禁吸烟。
- **Alcohol may NOT be consumed on the school premises, unless as part of an official function sanctioned by the School.**
除非在正式场合经学校批准，在校园内严禁饮酒和酒精类饮料。
- **Visitors are required to wear appropriate clothing and footwear in the gym, as determined by the School.**
来访者要按学校的要求在体育馆内穿着合适的衣服和鞋子。
- **Children under 15 years of age must be accompanied and supervised at all times by an adult member.**
在 15 岁以下的儿童必须时刻在成人的监护下活动。
- **Visitors are allowed to use ONLY the facility for which their organization was approved.**
来访者只能使用其所在组织被批准使用的设施设备。
- **No facilities will be used outside the normal school hours, including Saturday and Sundays, unless written permission is granted by the Head of School or principal**
除非有 BCIS 校长书面批准，上课时间以外不能使用设施，包括周六和周日。
- **School authorities are not responsible for loss or damage of articles brought into the building**
带进学校的物品损坏或者丢失，BCIS 不承担任何责任。

- Special permission must be obtained for the use of AV equipment, decorating, installing scenery, and moving furniture and equipment or tuning pianos.
使用 AV 设备、装饰、安装舞台、移动家具和设备或者钢琴调音需要获得学校的批准。
- Cancellation of facility reservation or change reservation dates/times must be informed to school 7 days prior to the reservation date.
取消或更改预定需提前 7 天联系学校
- Organizations must provide a complete membership name list and a copy of photo ID of the organization contact person to school in advance for security purpose.
根据安保需要，组织者需要提前提供一份完整的成员名单，并且配有照片和联系方式。
- The School Board reserves the right to make any changes in these rules they deem desirable from time to time and to reflect any and all applications; also to cancel any permission when in its direction such cancellations seem advisable.
学校董事会有权利修改和取消所有条款。
- The School Board or its representatives shall at all times have free access to all parts of the facilities and shall reserve the right to revoke any permit should such action be termed necessary or desirable and in the best interests of the school system and the public in general.
学校董事会或者学校代表可以自由进入所有的设施部分，并且有权利撤销相关的许可。

Name of Organization

组织者名称

Signature of Organization's Representative

组织者代表签

Date

日期
