

**Beijing City International School**  
**北京乐成国际学校**  
**Facility Use Policy**  
**设施使用政策**

July 2016

## 1. Objectives:

### 目标

- 1) Describes the policy used by BCIS for protection of the school's assets and facilities.  
为确保在使用和租赁学校设施和场地时，学校资产及设施得到充分保护，特制定本管理政策。
- 2) At BCIS we aim to promote the use of our school facilities for the benefit of its students, staff, parents and community.  
学校设施和场地应以最大化使用为目标，确保学生，员工，家长及社区成员受益。
- 3) We encourage to further the school's ability to deliver programs in its priority areas, respond to community needs and improve ties between the school and the wider community.  
学校应鼓励、促进发挥自身优势，为改善学校和周边社区之间的关系提供相关服务，不断满足社会需求。

## 2. Scope:

### 范围

Applies to all departments in BCIS and users of BCIS' facilities.

本政策适用于 BCIS 所有部门和所有使用 BCIS 设施及场地的外部组织

## 3. General

### 常规要求

- 1) The facilities are not to be used for activities that interfere with student learning or are against the ethos of the school. This includes activities that infringe on the delivery of school programs or are likely to cause damage or risk to students, school buildings or property. It is important for providers to remember that the fees charged reflect the cost of running these facilities and will need to follow the procedures accordingly.  
设施租赁活动不得违反下列要求：与教学冲突；对学生、学校建筑及学校财产存在伤害风险；违法其他 BCIS 办学宗旨。设施租赁活动所收取的租金用于场地运营成本，且必须按照规范程序进行租赁。
- 2) Protection of Assets and Facilities is important to safeguard the existence and proper usage of facilities owned by BCIS.  
保护设施和资产是 BCIS 设施和场地使用的首要条件。

## 4. Description of Users

### 设施使用者

- 1) Internal Groups  
内部使用者

Internal Groups are BCIS community members including BCIS staff, teachers, parents, students, government offices, strategic partners who use BCIS facilities for social activities. Students EA programs, personal classes and staff activities (for BCIS students and staff only), school marketing promotion events that are considered as internal events and therefore are not charged for a fee – no charge is required for these groups but they still need to follow the facility guidelines. These groups are required to submit one contact person who will be in-charge of the booking procedures and liaising with the GA or facility manager. Please note that BCIS facilities are not used for personal birthday parties for community members.

内部使用者为 BCIS 人员与有关团体，包括北京乐成国际学校的工作人员、教师、家长、学生，以及政府机关和社会活动的战略合作伙伴。内部使用者允许的活动包括学生 EA 活动、国际学校间的体育交流、市场部的推广活动，以及只有 BCIS 学生、教师和工作人员参与的各类课外活动和体育运动。活动应遵循场地及设施的使用规则，不收取场地及设施使用费用；活动预定场地及设施时，活动组织者应提交场地及设施预定表、填写责任书，并与行政经理联络。BCIS 场地及设施禁止用于 BCIS 社区成员的生日聚会。

## 2) 4.2 External Groups

### 外部使用者

Where groups have invited people from outside of the BCIS community who are neither BCIS staff, BCIS students or BCIS parents then these people will need to apply for reservation of facility as an external group and pay rental fees.

申请团体不属于内部使用者的，则被视为外部使用者，使用场地及设施时应支付租赁费用。

External groups are professional providers who charge for their services. Relative facility rental fee will be charged based on external group classifications. The external groups are classified as two categories below:

学校应根据外部使用者的分类收取租赁费。具体如下：

#### i. General Professional Service Providers

##### 普通外部使用者

Professional providers who charge for their services use BCIS facilities to conduct training, or coaching activities or holding events for non-BCIS community members. They will be charged normal facility rental fee according to the Note 8.

非 BCIS 社区团体或个人在学校训练或者举行活动的，收费标准参考第 8 项。

#### ii. Community Service Providers

##### 为社区成员提供服务的外部使用者

Professional providers provide services to donate their time and expertise to promote BCIS students, staff or community programs, or provide services to BCIS community members mainly ( $\geq 50\%$ ). They are eligible to apply for special facility rental fee according to the Note 9.

为 BCIS 社区成员提供专业培训的外部使用者（参加培训的人员中，内部使用者占 50% 或 50% 以上比例），收费标准参考第 9 项。

#### iii. Community Service Providers

##### 为社区成员提供服务的外部使用者

Professional providers provide services to donate their time and expertise to promote BCIS students, staff or community programs, or provide services to BCIS community members ( $< 50\%$ ) and external members. They are eligible to apply for special facility rental fee according to the Note 10.

为 BCIS 社区成员提供专业培训的外部使用者（参加培训的人员中，含内部使用者但比例不足 50%），收费标准参考第 10 项。

## 5. Facility Reservation Procedures for Internal Groups

### 内部使用者预定设施及场地管理流程

1) The GA Department is in charge of facilities reservation. If you would like to make reservation for any of the facilities listed above, please send her your request in advance by e-mail. Internal groups must nominate one person to be the liaison with the facility manager and is responsible for the booking procedures.

预定学校的设施，需要提前以电子邮件方式联系行政部经理。内部使用者需要确定一名人员作为联系人，负责预定的相关事宜。

2) Booking will be on first-come-first-serve basis. During school and public holidays, applications will not be accepted.

预定坚持先到先订的原则。学校和公共假期不接受预定受理。

3) The PM Manager is responsible to reply by e-mail as to whether the request is accepted and update the Facility Reservation Record. The Facility Reservation Record is published on Wiki space for your reference [www.bcis.cn](http://www.bcis.cn).

物业部经理负责回复相关的预定是否接受，并且更新相关的设施记录。预定的设施记录应公布在 Wiki 上。网址为 [www.bcis.cn](http://www.bcis.cn)。

*Note: When facility reservation requests are not in conflict with the school's schedules, BCIS community, government offices, strategic partners and educational institutions shall be given priority to use our school's equipment and facilities.*

说明：预定不能和学校的日常教学冲突。内部使用者可以优先于外部使用者预定学校设施及场地。

## 6. Facility Reservation Procedures for External Groups

### 外部使用者预定设施及场地管理流程

- 1) Facility Reservation Request Form (Part A) and Liability Released Form (Part B) are required to be completed before we process any request. BCIS only accepts booking from the start of a new school year. (i.e. August 15th).  
申请人申请时应填写好设施（场地）预定表(A部分)和责任书(B部分)，学校根据填写好的信息处理相关申请。BCIS 只接受新学年开始的申请（如 8 月 15 日）
- 2) Booking will be on first-come-first-serve basis.  
预定按照先到先申请的原则进行。
- 3) Facility leasing fee needs to be paid to our finance department in advance after request is approved. (Please see Note 8). BCIS requires all facility reservation requests to be submitted 10 days in advance.  
所有设施及场地的预定需提前 10 天提出申请。申请被批准后，外部使用者应将申请费用交到财务部门。申请应经校长、副校长和总监的三方批准方可实施。
- 4) The maximum booking limit for one group is three times a week and book-up period is 1 semester. Decision on renewal will be made by HOS, Deputy HOS and Director of Operations.  
同一外部申请者一周最多可以预定三次设施及场地，每次最长预定时间为一学期。续租需获得校长，副校长和总监三方同意。
- 5) Facilities can only be rented between the following times: Monday - Friday from 5:00pm - 9:00pm. Saturday - Sunday from 8:30am - 9:00pm. On all other nights, these activities must cease no later than 9:00 p.m., except by special permission of the HOS, Deputy HOS and Director of Operations.  
设施及场地的租赁时间为：周一到周五 5pm-9pm；周六和周日 8:30am-9pm。所有活动都必须在 21 点前结束，需要在 21 点后结束的，必须经校长，副校长和总监三方批准。
- 6) The school has the right to terminate the rental agreement in accordance with the terms and conditions of the rental agreement, including for breaches of the agreement's conditions or if the facilities are required for school use.  
在使用人违反租赁合同或者与学校的申请相冲突时，学校有权终止租赁协议。

## 7. Community use of BCIS' facilities

### 使用设施包含：

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

**8. BCIS Facility Rental (Normal Rate) (主校)场地及设施租赁 (一般费率)**

<b>BCIS(Main Campus)Rental for Venue and Facility (Normal Rate)</b> <b>BCIS(主校)场地及设施租赁 (一般费率)</b>		
<b>No.</b> <b>序号</b>	<b>Venue</b> <b>场地</b>	<b>Rental</b> <b>租金</b>
1	Soccer Field * 足球场	RMB 1200/hour 人民币 1200 元/小时
2	GYM* 体育馆	RMB 1500/hour( <b>RMB 1800/hour</b> with air-con turned on) 人民币 1500 元/小时 (人民币 1800 元/小时 空调开启)
3	Outdoor Tennis Court 室外网球场	RMB 400/hour 人民币 400 元/小时
4	Theatre * 剧院	RMB 7200/performance/rehearsal/meeting( <b>RMB11000</b> with air-con turned on ) 人民币 7200 元/演出、排演、会议 (人民币 11000 元 空调开启)
		Charges for theater AV devices and lighting is RMB 3500 剧院 AV 设备及灯光费用 人民币 3500 元
		Rental of piano is RMB 1000 钢琴租赁费用 人民币 1000 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 1500/day/room (RMB 8200 /day with air-con turned on) or RMB 900/half day/room(RMB 5000/half day with air-con turned on) 人民币 1500 元/天/间 (人民币 8200 元/天/间空调开启) 或人民币 900 元/半天/间 (人民币 5000 元/半天/间 空调开启)
6	Black Box 黑盒子	RMB 600/hour( <b>RMB1500/hour</b> with air-con 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( <b>RMB1800/hour</b> with air-con turned on) 人民币 850 元/小时 (人民币 1800 元/小时 空调开启)
<b>Other additional charge:</b> <b>其他增项:</b> <p style="margin-left: 40px;"> <b>AV Devices Rental: RMB 1100 / 4 hours</b>            AV 设备费用 人民币 1100 元/四小时  <b>The venue marked *:</b>            备注  <b>Security staff service and cleaning fee are compulsory.</b>            安保及保洁为必须缴纳的费用  <b>Security staff service is per person RMB200/day and cleaning fee is RMB 600/time</b>            安保员 人民币 200/人/天、 保洁员人民币 600 元/次  <b>AV equipment staff or Customer Service Officer is per person RMB600/day and Facility Set-up Fee is RMB 600/time if requested.</b>            AV 设备人员或客服 人民币 600 元/人/天, 设施装配费 600 元/次         </p> <p><b>Note:</b> 注意  <b>Facilities are subject to availability</b>            设备设施以实际可用性为准  <b>Facilities are closed on national and school holidays</b>            设备设施于国家及学校假日期间关闭</p>		

<b>BCIS(ECC) Rental for Venue and Facility (Normal Rate)</b> <b>BCIS(ECC)场地及设施租赁（一般费率）</b>		
<b>No.</b> <b>序号</b>	<b>Venue</b> <b>场地</b>	<b>Rental</b> <b>租金</b>
1	4th Floor* 四层	RMB 2500/ 4 hours( <b>RMB 3700/ 4 hours with air-con/heating turned on</b> ) 人民币 2500 元/四小时（人民币 3700 元/四小时 空调开启）
2	GYM* 体育馆	RMB 1000/hour( <b>RMB 1600/hour with air-con/heating turned on</b> ) 人民币 1000 元/小时（人民币 1600 元/小时 空调开启）
3	Theatre* 剧院	RMB 1100/performance/rehearsal/meeting( <b>RMB 2400with air-con turned on</b> ) 人民币 1100 元/演出、排演、会议（人民币 2400 元 空调开启）
		Charges for theater AV devices and lighting is RMB 3500 剧院 AV 设备及灯光费用 人民币 3500 元
		All above to be calculated by every 4 hours. 以上所有费用以每四小时计算
4	Music Classroom 3001 音乐教室	RMB 300/hour( <b>RMB 900/hour with air-con turned on</b> ) 人民币 300 元/天/间（人民币 900 元/天/间空调开启）
5	Music Classroom 3002 音乐教室	RMB 300/hour( <b>RMB 800/hour with air-con turned on</b> ) 人民币 300 元/天/间（人民币 800 元/天/间空调开启）
<b>Other additional charge:</b> <b>其他增项</b> <p style="margin-left: 40px;"> <b>AV Devices Rental: RMB 1100 / 4 hours</b>            AV 设备费用 人民币 1100 元/四小时  <b>The venue marked *:</b>            备注  <b>Security staff service and cleaning fee are compulsory.</b>            安保及保洁为必须缴纳的费用  <b>Security staff service is per person RMB200/day and cleaning fee is RMB 600/time</b>            安保员 人民币 200/人/天 保洁员人民币 600 元/次  <b>AV equipment staff or Customer Service Officer is per person RMB600/day and Facility Set-up Fee is RMB 600/time if requested.</b>            AV 设备人员或客服 人民币 600 元/人/天，设施装配费 600 元/次         </p> <p> <b>Note:</b>  <b>注意</b>  <b>Facilities are subject to availability</b>            设备设施以实际可用性为准  <b>Facilities are closed on national and school holidays</b>            设备设施于国家及学校假日期间关闭         </p>		

### 9. BCIS Facility Rental (Special Rate 1)

BCIS 设施租赁（特别费率 1）

(50% or 50% above BCIS community members are involved)

当 50%或 50%以上 BCIS 社区成员参加时

They are eligible to apply for special facility rental fee according to 50% of the normal rate

可以申请特殊费率即租金减半

<b>BCIS(Main Campus) Rental for Venue and Facility (Special Rate 1)</b> <b>BCIS (主校区)设施租赁 (特别费率 1)</b>		
<b>No.</b> <b>序号</b>	<b>Venue</b> <b>场地</b>	<b>Rental</b> <b>租金</b>
1	Soccer Field * 足球场	RMB 600/hour 人民币 600 元/小时
2	GYM * 体育馆	RMB 750/hour( <b>RMB 900/hour</b> with air-con/heating turned on) 人民币 750 元/小时 (人民币 900 元/小时 空调开启)
3	Outdoor Tennis Court 室外网球场	RMB 200/hour 人民币 200 元/小时
4	Theatre * 剧院	RMB3600/performance/rehearsal/meeting( <b>RMB5500</b> with air-con/heating turned on ) 人民币 3600 元/演出, 彩排, 会议 (人民币 5500 元/天/间空调开启)
		Charges for AV theater devices and lighting is RMB 1750 剧院 AV 设备及灯光费用 人民币 1750 元/小时
		Rental of piano is RMB 500 钢琴租赁费用 人民币 500 元
		All above to be calculated by every 4 hours. 以上所有费用以每四小时计算
5	Classroom 教室	RMB 750/day/room (RMB4100 /day with air-con/heating turned on) or RMB450/half day/room (RMB2500/half day with air-con turned on) 人民币 750 元/天/间 (人民币 4100 元/天/间空调开启) 或人民币 450 元/半天/间 (人民币 2500 元/半天/间 空调开启)
6	Black Box 黑盒子	RMB300/hour( <b>RMB750/hour</b> with air-con/heating turned on) 人民币 300 元/小时 (人民币 750 元/小时空调开启)
7	Sunken Plaza 下沉广场	RMB 300/hour 人民币 300 元/小时
8	Multi-purpose Hall 多功能厅	RMB 425/Hour( <b>RMB900/hour</b> with air-con/heating turned on) 人民币 425/小时 (人民币 900/小时空调开启)
<b>Other additional charge:</b> <b>其他增项</b> <p style="margin-left: 40px;"> <b>AV Devices Rental: RMB 1100 / 4 hours</b>            AV 设备费用 人民币 1100 元/四小时  <b>The venue marked *:</b>            备注  <b>Security staff service and cleaning fee are compulsory.</b>            安保及保洁为必须缴纳的费用  <b>Security staff service is per person RMB200/day and cleaning fee is RMB 600/time</b>            安保员 人民币 200/人/天 保洁员人民币 600 元/次  <b>AV equipment staff or Customer Service Officer is per person RMB600/day and Facility Set-up Fee is RMB 600/time if requested.</b>            AV 设备人员或客服 人民币 600 元/人/天, 设施装配费 600 元/次         </p> <p><b>Note:</b>  <b>注意</b>  <b>Facilities are subject to availability</b>            设备设施以实际可用性为准  <b>Facilities are closed on national and school holidays</b>            设备设施于国家及学校假日期间关闭</p>		



**BCIS(ECC) Rental for Venue and Facility (Special Rate 1)**  
 学年 BCIS (ECC)设施租赁 (特别费率 1)

<u>No.</u> 序号	<u>Venue</u> 场地	<u>Rental</u> 租金
	4 <sup>th</sup> Floor* 四层	RMB 1250/ 4 hours( <b>RMB1850/ 4 hours with air-con/heating turned on</b> ) 人民币 1250 元/四小时 (人民币 1850 元/四小时 空调开启)
2	GYM * 体育馆	RMB 500/hour( <b>RMB 800/hour with air-con/heating turned on</b> ) 人民币 500 元/小时 (人民币 800 元/小时 空调开启)
3	Theatre* 剧院	RMB 550/performance/rehearsal/meeting( <b>RMB 1200with air-con/heating turned on</b> ) 人民币 550 元/演出、彩排、会议 (人民币 1200 元/小时 空调开启)
		Charges for theater AV devices and lighting is RMB 1750 剧院 AV 设备及灯光费用 人民币 1750 元/小时
		All above to be calculated by every 4 hours. 以上所有费用以每四小时计算
4	Music Classroom 3001 音乐教室	RMB 150/hour( <b>RMB 450/hour with air-con/heating turned on</b> ) 人民币 150 元/小时 (人民币 450 元/小时 空调开启)
5	Music Classroom 3002 音乐教室	RMB 150/hour( <b>RMB 400/hour with air-con turned on</b> ) 人民币 150 元/小时 (人民币 400 元/小时 空调开启)

**Other additional charge:**
**其他增项**
**AV Devices Rental: RMB 1100 / 4 hours**

AV 设备费用 人民币 1100 元/四小时

**The venue marked \*:**
**备注**
**Security staff service and cleaning fee are compulsory.**

安保及保洁为必须缴纳的费用

**Security staff service is per person RMB200/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 is per person RMB600/day and Facility Set-up Fee is RMB 600/time if requested.**

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

**Note:**
**注意**
**Facilities are subject to availability**

设备设施以实际可用性为准

**Facilities are closed on national and school holidays**

设备设施于国家及学校假日期间关闭

**10. BCIS Facility Rental (Special Rate 2)**
**BCIS 设施租赁 (特别费率 2)**
**(Less than 50% BCIS community members are involved)**

低于 50%BCIS 社区成员参加时

**They are eligible to apply for special facility rental fee according to 80% of the normal rate.**
**可申请特殊费率, 租金将为一般费率的 80%**



**BCIS(Main Campus) Rental for Venue and Facility (Special Rate2)**  
 学年 **BCIS (主校区)** 设施租赁 (特别费率 2)

<b>No. 序号</b>	<b>Venue 场地</b>	<b>Rental 租金</b>
1	Soccer Field * 足球场	RMB 960/hour; 人民币 960 元/小时
2	GYM * 体育馆	RMB 1200/hour( <b>RMB1440/hour</b> with air-con/heating turned on) 人民币 1200 元/小时 (人民币 1440 元/小时 空调开启)
3	Outdoor Tennis Court 室外网球场	RMB 320/hour 人民币 320 元/小时
4	Theatre * 剧院	RMB5760/performance/rehearsal/meeting( <b>RMB8800</b> with air-con/heating turned on ) 人民币 5760 元/演出, 彩排, 会议 (人民币 8800 元/天/间空调开启)
		Charges for theater AV devices and lighting is RMB 2800 剧院 AV 设备及灯光费用 人民币 2800 元/小时
		Rental of piano is RMB 800 钢琴租赁费用 人民币 800 元
		All above to be calculated by every 4 hours. 以上所有费用以每四小时计算
5	Classroom 教室	RMB 1200/day/room (RMB6560 /day with air-con/heating turned on) or RMB720/half day/room (RMB4000/half day with air-con turned on) 人民币 1200 元/天/间 (人民币 6560 元/天/间空调开启) 或人民币 720 元/半天/间 (人民币 4000 元/半天/间 空调开启)
6	Black Box 黑盒子	RMB480/hour( <b>RMB1200/hour</b> with air-con/heating turned on) 人民币 480 元/小时 (人民币 1200 元/小时空调开启)
7	Sunken Plaza 下沉广场	RMB 480/hour 人民币 480 元/小时
8	Multi-purpose Hall 多功能厅	RMB 680/Hour( <b>RMB1440/hour</b> with air-con/heating turned on) 人民币 680/小时 (人民币 1440/小时空调开启)

**Other additional charge:**

**其他增项**

**AV Devices Rental: RMB 1100 / 4 hours**

AV 设备费用 人民币 1100 元/四小时

**The venue marked \*:**

**备注**

**Security staff service and cleaning fee are compulsory.**

安保及保洁为必须缴纳的费用

**Security staff service is per person RMB200/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 is per person RMB600/day and**

**Facility Set-up Fee is RMB 600/time if requested.**

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

**Note:**

**注意**

**Facilities are subject to availability**

设备设施以实际可用性为准

**Facilities are closed on national and school holidays**

设备设施于国家及学校假日期间关闭

<b>BCIS(ECC) Rental for Venue and Facility (Special Rate2)</b> <b>BCIS (ECC)设施租赁 (特别费率 2)</b>		
<b>No.</b> <b>序号</b>	<b>Venue</b> <b>场地</b>	<b>Rental</b> <b>租金</b>
1	4th Floor* 四层	RMB2000/ 4 hours( <b>RMB 2960/ 4 hours with air-con/heating turned on</b> ) 人民币 2000 元/四小时 (人民币 2960 元/四小时 空调开启)
2	GYM* 体育馆	RMB 800/hour( <b>RMB 1280/hour with air-con/heating turned on</b> ) 人民币 800 元/小时 (人民币 1280 元/小时 空调开启)
3	Theatre* 剧院	RMB 880/performance/rehearsal/meeting( <b>RMB 1920with air-con turned on</b> ) 人民币 880 元/演出, 彩排, 会议 (人民币 1920 元/天/间空调开启)
		Charges for theater AV devices and lighting is RMB 2800 剧院 AV 设备及灯光费用 人民币 2800 元
		All above to be calculated by every 4 hours. 以上费用以每四小时计
4	Music Classroom 3001 音乐教室	RMB 240/hour( <b>RMB 720/hour with air-con turned on</b> ) 人民币 240 元/小时 (人民币 720 元/小时 空调开启)
5	Music Classroom 3002 音乐教室	RMB 240/hour( <b>RMB 640/hour with air-con turned on</b> ) 人民币 240 元/小时 (人民币 640 元/小时 空调开启)
<b>Other additional charge:</b> <b>其他增项</b> <p style="text-align: center;"> <b>AV Devices Rental: RMB 1100 / 4 hours</b>            AV 设备费用 人民币 1100 元/四小时  <b>The venue marked *:</b>            备注  <b>Security staff service and cleaning fee are compulsory.</b>            安保及保洁为必须缴纳的费用  <b>Security staff service is per person RMB200/day and cleaning fee is RMB 600/time</b>            安保员 人民币 200/人/天 保洁员人民币 600 元/次  <b>AV equipment staff or Customer Service Officer is per person RMB600/day and Facility Set-up Fee is RMB 600/time if requested.</b>            AV 设备人员或客服 人民币 600 元/人/天, 设施装配费 600 元/次         </p> <p> <b>Note:</b>  <b>注意</b>  <b>Facilities are subject to availability</b>            设备设施以实际可用性为准  <b>Facilities are closed on national and school holidays</b>            设备设施于国家及学校假日期间关闭         </p>		

## 11. Criteria of External Group

### 外部组织标准

The facilities of BCIS will always be opened to the public, and we welcome all persons, social organizations and units to use the facilities of BCIS campus. And we are more welcome the use of BCIS facilities to any person, group, or organization for public welfare, educational, social, or other civic purpose with the interest of the community.

BCIS 的设施将持续对公众开放，我们欢迎所有个人、社会组织及单位根据租用 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。

Approval of requests is governed on the following priority basis:

以下为设施租用申请的优先原则：

- Internal reservation from BCIS.  
BCIS 内部预定
- Repeat groups.  
合作伙伴
- Benefit to school influence  
有益于学校影响力的组织
- Benefit to school profit  
有益于学校利益的组织
- Government/Charity related  
政府或慈善活动
- BCIS partner/sponsor  
友谊单位/赞助商

The following group is likely to decline

下列组织的设施申请不予以考虑

- Any groups have attrition with school/ black list groups  
进入黑名单的组织
- Religious related groups  
与宗教有关的组织
- Groups against government regulation and policy  
与政策相违背的组织
- Extremely crossfit related groups(military training etc)

极限体能训练的组织（军训等）

- Any groups which may impair school reputation  
任何有损学校声誉的组织

## 12. Criteria for Activities

### 活动的标准

Groups seeking to use BCIS facilities must conduct activities that 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 a nature to incite others to disorder.  
不能从事任何具有煽动性的活动。
- The activity must not be restrictive based on 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 must be of a nature to assist and/or facilitate self-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, business, civic, social or charitable purpose.  
必须是以教育、娱乐、商业、文娱、社交或慈善为目的。

BCIS reserve all the rights for final explanation !

BCIS 拥有以上条款的最终解释权！