

## Facility Usage Reservation Request Form

北京乐成国际学校设施预定申请表

<b>Name of Organization</b> 使用者名称	
<b>Telephone/Mobile</b> 联系电话	
<b>Billing Address</b> 账单地址	
<b>Email Address</b> 电子邮箱	

**I am applying for:**

Reservation of the BCIS facility described below (please mark in the box)

我申请按照以下名义申请预定设施（请标注）

General Professional Service Providers 普通外部使用者

Community Service Providers 为社区成员提供服务的外部使用者

BCIS Parents and Students BCIS 家长和学生

Government Offices and Strategic Partners 政府机关及战略合作伙伴

<b>Date(s) of Event</b> 活动日期	<b>Y/D/M</b> 年/日/ 月	<b>Until</b> 至:	<b>Y/D/M</b> 年/日/ 月
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**Note: Maximum reservation period is one semester. Decision on renewal shall be made by the School-Based Team.**

备注：预定的最长期限为 1 学期。学校管理团队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	
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**Facility Requested** (Please check the followings)

申请使用设施 (请在下列设施中画√)

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

**Class  
room**  
教室

Please list the classroom number 请列明教室房间号: \_\_\_\_\_

**Description of Event**

活动描述

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**Service Requested (please check the proper below box)**

申请使用服务 (请在下列服务中画√)

- Security Staff Service:** RMB 600 / each time (this is compulsory if a venue is marked \*)  
安保费用: 600 元/次 (如所选场地标有\*, 此费用为必须缴纳费用)
- Cleaning Fee:** RMB200/time (this is compulsory if a venue is marked \* or ※)  
保洁费用: 200 元/次 (如所选场地标有\* 或※, 此费用为必须缴纳费用)
- AV Devices Rental:** RMB 1,100 / per 4 hours  
AV设备费用: 1100 元/每 4 小时
- AV Equipment Staff:** RMB 200 / hour  
AV设备人员费用: 200 元/小时
- Customer Service Officer:** RMB 200 / hour  
客服人员费用: 200 元/小时
- Facility Set-Up Fee:** RMB 600 / each time  
设施装配费: 600 元/次

Please write any special rate requests below

请注明特殊费用申请的详细原因:

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## **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 facilities.

**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。**

Please be aware that your organization is responsible for your own well-being while using our facilities. Your organization’s representative signature indicates that your organization understands that BCIS is NEITHER responsible NOR liable for an 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 a 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 employee or member 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 must accept and understand the following guidelines, as well as be 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 lesson 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 of a facility must not interfere with school activities or policies.  
使用不得和学校的活动或政策冲突
- Users must be responsible for their own well-being while using BCIS facilities.  
使用者在使用 BCIS 设施时对自己负责。
- Users shall be held responsible for any damage (intentionally or unintentionally), safety or security loss that occurs to BCIS or a third party involved in the activity they organize. 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 a user is collecting a fee from members or participants of activities they have organized, they are wholly responsible for the fee collection even in circumstances where the School facilitates the collection of fees 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 that rises from fee collection.  
如果使用者作为组织者并且收取参加活动成员费用，那么使用者作为代表负责收取相关费用。BCIS 没有义务代表使用者收取费用，对于任何的费用丢失，BCIS 也不承担任何责任。
- Users must be aware of the language used and actions taken within the school.  
请注意言行和举止。
- Visitors must obey the rules laid down by the School while using BCIS facilities.  
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, or 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 (including the Gym, Soccer Field, Black Box, Theatre, Sunken Plaza, etc.) which have 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，学校享有对设施设备确认和检查的权利。
- 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.  
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. Any group/group member who breaks this rule and is found to have done so or has been reported more than three times will have their approval terminated by BCIS.**  
**来访者只能使用其所在组织被批准使用的设施设备**，任何组织或个人不遵守此项规定，被发现或被报告三次以上的，BCIS 将有权终止场地预定。
- School authorities are not responsible for any 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, decorations, installing scenery, and moving of furniture and equipment or tuning of 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 of reservation dates/times must be informed to the School seven 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 copies of photo ID to the School in advance for security purposes.

根据安保需要，组织者需要提前提供一份完整的成员名单及带照片的证件的复印件。

- The Facility Reservation Committee reserves the right to make any changes in these rules they deem desirable from time to time and to reflect any and all applications, as well as to cancel any permission when such cancellations are advisable.

学校设施预定委员会有权利修改和取消所有条款。

- The Facility Reservation Committee 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 if necessary or desirable actions must be taken in the best interests of the school system and the public in general.

学校设施预定委员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

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**Signature of Organization's Representative**

组织者代表签

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**Date**

日期

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