



Taiwan Culture Center
Greater Washington D.C.
華府台灣文化中心

TCC Facilities Reservation/Request Form

Requested by: _____

Email: _____ Phone: _____

Organization Name (if applicable): _____

Requested Date: _____ Paid in advance: Yes / No

Requested Time Period (TmP): 8am - 1pm; 1pm - 6pm; 6pm - 10pm (circle one)

Request Areas/Facilities & Costs:

- ____ a. Library (capacity: 10-15), \$10 / hour, minimum 2 hours \$ _____
- ____ b. Main Meeting Area – upper (capacity: 30-40), \$30 / per TmP \$ _____
- ____ c. Fellowship Hall – lower (capacity: 40-50), \$30 / per TmP \$ _____
- ____ d. Backyard/picnic area (capacity: 80-120), \$30 / per TmP \$ _____
- ____ f. Audio/video/LCD equipment, \$10 / hour, minimum 2 hours \$ _____

Total \$ _____

Signature _____ Date _____

- Please make your reservation as early as possible by contacting the **TCC at 301-330-2877**.
- Please pay the usage costs in advance: make check payable to TCC and mail check with this form to “ **TCC, P.O. Box 1838, West Bethesda, MD 20817** “
- Please fill out this form and mark the area/facilities used by your group. Keep the filled form in the binder.
- TCC management group will contact you later to collect the usage fee, if not paid in advance.

** Trash should be cleaned and taken away after each use. Otherwise a **cleanup costs of \$50** will be charged to the user/user group.

For TCC Facility Management Group use only:

Approved by: _____

Amount Received: \$ _____

Approved Date: _____

Received Date: _____

Rev. 09/2009