

**FACILITY RENTAL APPLICATION AND AGREEMENT**

The China Press • Chinese Culture Development Center  
 2121 W Mission Rd. Alhambra, CA 91803  
 Phone: (626) 281 8500 • Fax: (626) 281 7700  
[www.ccdcus.com](http://www.ccdcus.com) Email: ccdcus@gmail.com



Name:	Organization:	
Address:	City:	Zip:
Tel:	Cell:	
Email:		

Hall 101 Half Court (First Floor)	Hall 101 (First Floor)	Hall 201 (Second Floor)
Date Requested _____	Date Requested _____	Date Requested _____
Time: _____	Time: _____	Time: _____
Hours Requested _____	Hours Requested _____	Hours Requested _____

**TOBACCO PRODUCTS AND ALCOHOL ARE PROHIBITED IN OR AROUND FACILITIES**

Purpose of Event/Function: \_\_\_\_\_ No. Attending: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Day(s): \_\_\_\_\_  
 Hours from: \_\_\_\_\_ to \_\_\_\_\_ (Please include set-up and clean-up time)  
 Will the event be open to the public? Yes \_\_\_\_\_ No \_\_\_\_\_

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the China Press, Chinese Culture Development Center, and its employees from any liability, claim or action for damages resulting from, or in any way arising out of, the use of the facility or equipment, and will agree to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the China Press, the Chinese Culture Development Center. I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I have read, signed and agree to comply with the Facility Rules and Regulations and the Cancellation Policy.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

----- OFFICE USE ONLY -----

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_