

San Diego Hua Xia Community Center

Facility Usage Application

Organization / Group Name	
Organization Status	Non-Profit [] For-Profit [] Individual []
Applicant Name	
Phone Number	
Email Address	
Purpose of Usage	
Requested Date	
Requested Time	From _____ To _____
Estimated Number of Attendees	

Important Notices

- Submission of this application does not guarantee approval.
- If approved, the applicant needs to sign the Facility Usage Agreement before using the facility. Facility usage fee is waived for Non-Profit or individual users.
- **Cleaning fee** \$100 is charged for up to 4 hours one-time-use agreements. 50% discount applies to multi-time-use agreements.
- **Refundable security Deposit** is \$500 per agreement.
- No downstairs audio/visual equipment is provided.
- Additional facility rules and responsibilities are outlined in the Facility Usage Agreement.
- Contact: Tina tzhang@sdhxcs.org; Angela yuzhang@sdhxcs.org

Applicant Agreement

I certify that the information provided is true and accurate. I agree to follow all Huaxia Culture Center rules and understand that approval requires signing the official Facility Usage Agreement before using the facility.

Applicant Signature: _____ Date: _____

Application Received By	
Date Received	
Status	Approved [] Denied []
Comments	