

# Facility Use Application Form

## Korean Cultural Center

11813 N. Lamar Blvd Austin TX 78753

Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Facility:  Hall <sup>1</sup>  Meeting Room <sup>2</sup>  Kitchen <sup>3</sup>  BBQ <sup>3</sup>

Date: year \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_

Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of people: \_\_\_\_\_

Purpose: \_\_\_\_\_

### Charge

1 Hall: In case of special event, \$60 per day (week days from 9:00 am to 5:00 pm). \$100 for after office hour, weekend, and national holiday. In case of regular event, \$20 per hour.

2 Meeting Room (12 people): Free except regular use (\$10 per hour).

3 Kitchen (BBQ included): In case of special event, \$60 per day (week days from 9:00 am to 5:00 pm). \$100 for after office hour, weekend, and national holiday.

Once the application is approved, your reservation is effective only after payment is made. Your reservation can be canceled by Cultural Center at any time, but your payment will be refunded in such a case.

### Compliance

1 Alcohol beverage and Smoking are not allowed.

2 Cleanup is required before leave.

3 In occurrence of damages to the building beyond irreparability, facility use will discontinue immediately

### Notice

Parking space is limited as 30 vehicles (12 in rainy day).

