



신청인 정보	Name of Organization (단체명) :		
	Applicant (신청인) :		
	Telephone (전화번호) :		
Event Date (사용날짜)		Purpose of Rent/number of people (행사목적/참석인원)	
Event Time (사용시간) Mon - Friday : 4PM - 10PM Sat & Sun : 8AM - 10PM	Use is limited to a maximum of 5 hours per reservation (예약당 최대5시간 기본)		
Additional Requirements (기타)			
Rental Fee/사용비용	<input type="checkbox"/> Junior Room/소강당: \$250 (after 5 hours, \$50/hour) <input type="checkbox"/> Main Room/2nd 대강당: \$450 (after 5 hours, \$90/hour) <input type="checkbox"/> Grand Ballroom/1st 대강당: \$650 (after 5 hours, \$130/hour)		

1. Priority is given to Fairfax County, Korean Embassy, and KCC events.
2. Applications for use must be submitted at least two weeks prior to the intended date, subject to availability, accompanied by the required payment and a \$150 deposit. The deposit will be returned within one week after use, pending inspection and provided no issues are identified.
3. Use is limited to a maximum of 5 hours per reservation, and an additional fee will apply for each extra hour used.
4. A copy of the liability insurance certificate must be provided prior to use.
5. Only the designated rented space may be used. The lobby and hallways must remain clear at all times. All trash and decorations must be removed by the user, and all doors must be locked after use.
6. Any damage to property or equipment will be the sole responsibility of the user and will be deducted from the deposit.

Payments may be made by check, payable to Korean Community Center or Venmo at @kccrent (3% additional charged)

Korean Community Center  
@KCCRENT

I agree to the terms and conditions of use stated above.

Signature of Applicant/신청인 사인: \_\_\_\_\_

Date/날짜: \_\_\_\_\_

