



CNY CHINESE CULTURE CENTER

999 Cumberland Avenue • SYRACUSE, NY 13210 • (315) 634-9494 • <http://www.cnyccc.org/> • info@cnyccc.org

CNYCCC PROGRAM APPLICATION FORM

Program Coordinator: _____ **Date of Application:** _____

Email: _____

Program Sponsor: _____

Primary Phone: _____ **Secondary Phone:** _____

Address: _____

Name of The Program: _____

Purpose of The Program: _____

Requested Program Schedule: _____

Estimated Number of Members: _____

Facility Requests (Please check all that apply):

Kitchen	Y	N	Shower	Y	N
TV	Y	N	Internet	Y	N
Sound System	Y	N	Microphone	Y	N
Projector	Y	N	Screen	Y	N
Pointer	Y	N	Computer	Y	N
Musical Instruments	Y(if yes, specify/ bring your own)				N



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Other Facility Requirements/Additional Assistance, Please Specify:

Member Requirements (fee, skills, interests, time commitment, etc.):

Additional Information:

My program would like to donate \$_____.

-----**Terms & Conditions**-----

General Operating Guidelines:

- *This facility is a fully functioning church. Therefore, Sunday will not be available to CNYCCC without special arrangement.*
- *CNYCCC is a 501c3 Not-For-Profit operation. All fees associated with this center will only benefit the CNYCCC membership.*
- *It is the responsibility of the program owner to print all forms (Application and Waiver/Liability)*

Rules for Program Coordinators:

- *By submitting this application, the Program Manager accepts personal responsibility for the use of the facility.*
- *Your program should be held only during normal operating hours of Rock Center.*
- *Rooms will be held only thirty (30) minutes past the reservation time.*
- *Smoking is prohibited in your program room and in Rock Center.*
- *Your program room must be left in a clean and orderly condition.*
- *Clubs, organizations or individuals holding meeting in Rock Center rooms assume all responsibility for damage to equipment and facilities during their meetings.*

Rules for General Public:

- *Please be respectful while other programs are in session in the center. Rock Center is a community space for families and children.*
- *No profanity allowed.*
- *Animals are not allowed with the exception of service animals.*
- *No programs or classes involving hazardous materials or weapons.*
- *Some equipment is for everybody to share. Please do not remove equipment.*
- *Rock Center will not be responsible for materials, equipment or other personal belongings left in the building.*
- *The Rock Center management reserves the right to deny further use of center facilities to individuals or groups that violate the center's policies or are disrespectful of other guests in or around the facility. Individuals or groups whose activities would tend to incite or produce imminent, unlawful action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or that are purely commercial in nature will not be allowed to use the facilities and services in The Rock Center.*