

马来西亚生命线协会

生命线 95 推广中心 (CETC) 场地租借细则

Life Line Association Malaysia

Counselling Education Development and Training Centre (CETC)

Venue Rental Rules and Regulations

A. 申请手续 Application Procedures

1. 欲租借者须填写并提交“场地租借申请表格”。经本会行政处确认与批准后方可使用。如有任何疑问，请联系：03-4266 6195/WhatsApp: 011-1095 9595。

Applicant must fill in and submit the Venue Rental Application Form to obtain approval from Admin Office before using the venue and facilities. For any enquiries, please contact: 03-4266 6195/WhatsApp: 011-1095 9595.

2. 本会具有最后的出租与否决定权，无须说明任何原因。

The Association reserves the final right to decide whether to rent or not, without giving any reason.

3. 本会接受口头预定，但租借者必须在口头预订的一周内填妥租借表格，否则将视为租借一事不成立。

The Association accepts verbal reservations, but the applicant must fill in the Venue Rental Application Form within one week of the verbal reservation, otherwise the rental will be considered invalid.

4. 获得批准后，租借者需在使用本会场地前两周缴清保证金与租金。

Once approve, applicant must pay the rental fee and deposit two week before the date of rental.

5. 租借时间 Rental time:

办公时间：周一至周五 早上 0900 至 1700

非办公时间：周一至周五 1700 至 2200、周六 0900 至 1300

*若欲租借时间非以上列表显示时间，租借者可与行政处沟通，作出特别安排。

Working hour: Weekday 0900 to 1700

Non-working hour: Weekday 1700 to 2200, Saturday 0900 to 1300

*Special arrangement can be made for any odd time slot, please discuss with Admin Office.

6. 申请方式 Application Method

一、填写并提交“场地租借申请表格”。

二、行政处收到申请后将进一步联系租借者。

三、确认详情后将提供银行资料供租借者付款。

四、租借者付款后须将单据回传予负责人确认。

Step 1: Fill in and submit the Venue Rental Application Form.

Step 2: The Admin Office will contact the applicant after verify the application.

Step 3: Applicant can only make the payment after confirming the necessary detail of the application.

Step 4: Applicant have to send the bank receipt to person in charge after payment made.

B. 租借规则 Rental Rules

1. 租借者须妥善保管与使用空间内的所有设备器材，并在使用后将场地还原，将物件归还原处，如有损坏或遗失将按照市价赔偿。

Hirer must handle all the facilities, tools, appliances etc. with utmost care. Any damage and loss of tools and other properties will be charged accordingly to the hirer, be it the cost of replacement.

2. 所有场地布置皆由租借者自理，如需额外时间布置或彩排，租金每小时为：无冷气 RM 30，有冷气 RM 50。

Rehearsal, decoration and tables/chairs are arranged by the hirer themselves. If extra time is needed, it will be charge hourly: RM 30 without air-conditioner, RM 50 with air-conditioner.

3. 租借者须维护使用空间与公共空间的清洁，活动结束后须将垃圾带走，否则本会有权根据空间与整洁度从保证金中扣除 RM50 至 RM300 的清洁费。

Hirer must maintain the cleanliness and tidiness of the venue and public area, take out the trash at completion of event, or else the Association has the right to deduct a cleaning fee ranging from RM50 to RM300 from the deposit depending on the venue and cleanliness.

4. 租借者若要进行场地布置或张贴宣传品，必须获得本会批准。不得在墙壁上内留下双面胶、胶水、钉子等痕迹。

Bunting and banner hanging and stage decoration of event shall be discussed and approved by the Association, and the hirer should be responsible for picking up at completion of event. No hammering, sticking, using of double-sided tape is allowed on the wall.

5. 租借者若遗留任何物件，本会将不負責任何物件之安全及完整。

The Association will not be responsible for the safety and integrity of any objects leave by hirer.

6. 凡租本会会场，不得超过晚间 2230。

The event may NOT extend after 2230.

7. 若租用场所电流中断，本会不負責任何赔偿。

The Association will not accept responsibility for electricity breakdown during event.

8. 会场内禁止吸烟，酗酒或聚赌。

Smoking, drinking or gambling is prohibited.

9. 本会不对任何因租借本会场地引起诉讼或租借期间所造成的意外，损坏或死亡负责。

The Association bears no responsibility for any lawsuits arising from the rental of the Association's premises or for any accidents resulting in injury or death during the course of the rental of our premises.

10. 如无任何损坏或违规，保证金将在场地使用后一个月半内退还给租借者。

If there are no damages or violations, the deposit will be refunded within one and a half month at completion of event.

C. 退租条例 Cancellation

1. 承租者不得随意取消预订。唯在理由充足之下于租借场地的一周前通知本会，可作不超过一次展期要求，否则本会有权没收保证金及已缴交之费用。

The hirer is not allowed to cancel the booking at will. Only if the hirer informs the Association one week before the date of the rental with a substantial reason, the hirer can postpone not more than one time, or else the Association has the right to confiscate the deposit and fees paid.

2. 凡欲退租者，须由承租者在两周前书面通知本会取消租用，本会将征收 20% 处理费，其余保证金将退回。未在两周前通知者，本会将没收保证金。

Cancellation of confirmed booking shall submit in writing two weeks in advance. After confirmed, the Association will charge 20% of processing fee and the rest of deposit will be returned. Failing to do so will result in forfeit of deposit.

D. 其他注意事项 Others

1. 本会有权随时检查或阻止违反租约的活动。

The Association retains the right to inspect or terminate the misrepresentation event.

2. 本简章若有未尽善之处，本会保留随时增删及修改之权利。

The Association reserves the right to amend these rules and regulations when necessary.

场地收费表（原价） Charge (Normal Price):

场地 Venue	礼堂（可容纳 80 人） Training Hall (80 pax)		培训室（20-30 人） Training Room (20-30 Pax)	
时间 Time	办公时间 Working hour	非办公时间 Non-working hour	办公时间 Working hour	非办公时间 Non-working hour
4 小时 4 Hours	RM 400	RM 600	RM 300	RM 450
每增加时数 (每小时) Additional hour (per hour)	RM 80	RM 120	RM 50	RM 60
8 小时 8 Hours	RM 700	RM 1,000	RM 500	RM 650
保证金 Deposit	RM 300		RM 100	
备注： - 桌子，椅子与白板将免费提供。 - 投影机与音响租借费用 RM 200			Remarks: - Tables, chairs and whiteboard are provided. - Rental fee of LCD Projector and audio system are RM 200.	

95 爱心使者、生命线协会义工、非盈利文教团体可享有 40%折扣，收费如下：

95 Care Fund Donor/ Volunteers of Life Line Association/ Non-profit Cultural & Educational Organization is subject to 40% discount, the charges are as follows:

场地 Venue	礼堂（可容纳 80 人） Training Hall (80 pax)		培训室（20-30 人） Training Room (20-30 Pax)	
时间 Time	办公时间 Working hour	非办公时间 Non-working hour	办公时间 Working hour	非办公时间 Non-working hour
4 小时 4 Hours	RM 240	RM 360	RM 180	RM 270
每增加时数 (每小时) Additional hour (per hour)	RM 50	RM 70	RM 30	RM 40
8 小时 8 Hours	RM 420	RM 600	RM 300	RM 400
保证金 Deposit	RM 300		RM 100	
备注： - 本会将审核申请人/该组织是否符合资格。 - 桌子，椅子与白板将免费提供。 - 投影机与音响租借费用 RM 200			Remarks: - The Association will verify the applicant and confirm eligibility. - Tables, chairs and whiteboard are provided. - Rental fee of LCD Projector and audio system are RM 200.	

马来西亚生命线协会

生命线 95 推广中心 (CETC) 场地租借申请表格

Life Line Association Malaysia
Counselling Education Development and Training Centre (CETC)
Venue Rental Application Form



<https://forms.gle/sSsjr1xSTqF3YSHXA>

生命线 95 推广中心 (CETC) 地点

Location of Counselling Education Development and Training Centre (CETC)

6F-27, IOI Business Park, Bandar Puchong Jaya, 47170 Puchong Jaya, Selangor.