

首邦市力行华小学校礼堂

场地租用细则

(A) 租用手续

1. 有意租用者须向学校办公室/网上下载领取“场地租用细则”及相关租用表格，并填写表格，缴清订金或租金，恕不接受口头预订。
2. 租用者须先缴付租金、清洁费及按金，始准使用场所。
3. 付款方式可用现金 (Public Bank 3084788827) 或支票，支票收款人请写“Lembaga Pengurus SJK(C) Lick Hung”。
4. 凡租用日期已定并办清租用手续后，租用者不得随意更改日期。
5. 租用者须在使用前至少 30 天前办妥手续，并于填妥表格后连同租金、按金及其他费用一起交给管理处负责人，并索取有关收据。
注：所有费用须一次付清。

(B) 退租条例

1. 租用者不得随意取消预订，唯在理由充足之下，可作不超过一次延期要求，否则校方有权没收定金及已缴交之费用。
2. 按金将在场地使用后 30 天内退还有关租户。
3. 凡欲退租须由承租者在 30 天前以书面提出方为有效，否则概不受理。定金及已付之费用则不退还。

(C) 其他修例

1. 不可在租用地点使用软禁品，易燃物，吸烟或其他的违禁品。
2. 严禁在租用地点进行违法活动，有关活动如需警方批准，租户须自行申请准证及通知本校。
3. 若租用期间发生财物破坏，租户须照市价赔偿。
4. 本校有专员负责控制灯光及音响，未经批准，不得擅自移动或使用灯光及音响设备。
5. 不得任意丢弃残余食物、饮品容器等弃用物品于租用场地内外，否则本校将从按金中另扣除清洁费 RM500。
6. 本校负责人有权随时检查或阻止违法租约的非法集会和宴会活动。
7. 租用者若需悬挂花牌、布条等予场地内外或进行舞台布置，得获管理处负责人批准；用后须当日清除干净，否则本校将计算其清除费。
8. 禁止租用者进行丧礼，或有伤风化之表演及政治活动。
9. 本校无须承担任何因租用场所可能引起之刑责，包括在租用时发生之意外、损坏、受伤、死亡或其他不可预料之意外事件。
10. 凡租用本校场地不可超过晚上 11 时。
11. 若租用场地的电流中断，本校将不给予任何赔偿。
12. 倘若租用者使用场所的性质与申请表格内所填写的性质不相同，本校可即刻取消其租用权，一切费用皆不退还。
13. 凡租用本校礼堂而要彩排者，彩排每小时 RM300，空调每小时 RM300.00，只提供灯光，时间得由本校安排。
14. 租用者留在礼堂内各物，须在租用时间结束时搬清，否则，本校将额外收取租费。若所留物件妨碍第二个租用者，本校有权将它搬去，本校将不负损失责任。
15. 本校有权拒绝任何租用申请，无须给予理由。

租用礼堂 / 讲堂价格表

序	地点 / 设备 / 物品	价格	备注	定金
1	礼堂 假期/周末	RM6,000.00	只供 4 小时用。供应灯光及音响。超时每小时 RM500。超时 15 分钟，以一小时计算。如自备灯光及音响，需缴付电费 RM1,000.00。	RM3,000.00
2	礼堂 星期一至五	RM4,500.00		
3	投影机	RM600.00		
4	LED 屏幕 投影机	RM2,000.00		
5	讲堂 星期五至日、公共 假期及前夕	RM1,500.00	只供 4 小时用。供应灯光及音响。超时每小时 RM200。 讲堂内可容纳 300 人。	RM500.00
6	讲堂 星期一至四 (只在学校假期)	RM1,200.00		
7	会议厅	RM500 (3 小时)		
8	塑胶椅	RM1.00 (每 张)		
9	清洁费	RM200.00		

有意租用礼堂或讲堂者请联络校方办公室索取表格或在校方官方网站 (www.lickhung.edu.my) 下载。填写好的表格电邮至 lickhungrental@gmail.com

首邦市力行华小
礼堂及讲堂租用表格
Rental Application Form for
SJK(C) Lick Hung Hall and Auditorium

租用者 (Renter)

社团/姓名 Organization/ Name

中文 (Chinese) _____ 英文 (English) _____

身份证号码 / 社团注册号码

IC/ Registration Number _____

地址 Address _____

联络号码 Contact Number

住家 (Home) _____ 办公室 (Office) _____

手提电话 (Hp) _____ 传真 (Fax) _____

负责人 (Person-in-charge)

姓名 Name _____

身份证号码 IC Number _____

地址 Address _____

联络号码 Contact Number

住家 (Home) _____ 办公室 (Office) _____

手提电话 (Hp) _____ 传真 (Fax) _____

申请用途 (Purpose of Application)

租用地方 Venue (请选择 Please select) 礼堂 (Hall) / 讲堂 (Lecture Hall) / 会议厅 (Meeting Room)

用途 Purpose _____

租用日期 Rental Date _____

租用时间 Rental Duration 由 From _____ AM/PM 至 To _____ AM/PM

共 Total _____ 小时 Hours

警方准证 Police Approval () 是 Yes () 否 No

我/我们经详细参阅及充分了解, 并愿意遵守及接受贵校所订之租用礼堂一切条规细则。

I/We hereby declare that I/we have read, understand fully and also agree with the rules, terms and conditions as specified by your school.

签名 Signature _____ 申请日期 _____

盖章 Official Stamp 姓名 Name _____ Date of Application _____

(If applicable)

SJK(C) Lick Hung Hall Rental
Terms and Conditions

(A) Rental procedure

1. Interested renter must obtain Hall Rental Terms and Conditions and Rental Form. Rental form must be properly filled up. Deposit and rental fees must be fully paid. Verbal booking will not be accepted as official booking.
2. All rental fees, cleaning fees and deposit must be paid 30 days before The rental date.
3. Payment can be made through cash (Public Bank 3084788827) or cheque payable to “Lembaga Pengurus SJK(C) Lick Hung”.
4. After the rental date is fixed and the payment settled, renters are not allowed to change the date of rental.
5. Renters need to settle all the procedure 30 days before the rental date. Also renters require to fill up the rental form, and submit together with rental fee, deposit and other charges to the building management. please ask for the receipt.

(B) Rental termination

1. Renters are not allowed to terminate the rental of hall. However, renters are allowed to request for a postponement. The postponement is permissible once only. Failing which, the school management has the right to confiscate deposit and all other payment.
2. Deposit will be refunded to renters within 30 days from the rental date.
3. Any termination must be done 30 days before the rental date with a letter submitted to management. Any termination request without the letter will not be entertained and there will be no refund.

(C) Other terms and conditions

1. Renters are not allowed to use flammable materials, smoking or other contraband goods in the venue.
2. Renters are not allowed to do any illegal activities in the venue. If the event requires police approval, renters are required to apply on their own and the management must be duly informed.
3. In the event that property or equipment are damaged during rental period, the renters are required to compensate accordingly.
4. The school will provide competent staff to control LED device. the light and sound system, renters are strictly prohibited to use the LED device, light and sound system .
5. No littering is allowed in and outside the rented venue. If renters fail to maintain the cleanliness of the venue, RM500 will be deducted from the deposit as cleaning fee.
6. Person-in-charge from school management has the right to check or stop any activity that does not comply with t the rental terms and conditions.
7. Permission must be granted for any form of decoration in the vicinity of the school compound. It is the responsibilities of the rentals to remove all decorative materials. Cleaning fees will be imposed for non-compliance.
8. Funeral wake, obscene performances, and political activities are strictly prohibited.
9. The school management will not be liable for any damages, injury, accidents or death arising from the usage of the school hall.

10. Validity of rental is until 11pm only. The renter acknowledges and agrees that no indemnity or compensation shall be claimed from the school management as a result of power failure.
11. The renting party agrees not to allow any other organization to participate in the use of the described facilities. Only facilities specifically named in the contract are available for use, and only for the use set forth in the rental application.
12. Rehearsal is allowed upon request. A fees of RM300.00 per hour. Air conditioning is **RM300** per hour.
13. All facilities must be left clean and in good order at the close of the contract period. The furniture must be returned to its original position. The security deposit is subject to forfeiture if this condition is not met.
14. The school reserves the right, at its discretion to reject any rental application.

Hall / Lecture Hall Rental Fee

Item	Venue / Facilities / Items	Fee	Remarks	Deposit
1	Hall (Weekend / Public Holidays)	RM6,000.00	The fee is only used for 4 hours including supply of lights and sound system. Exceeding 4 hours would be charged at RM500 per hour (If exceed more than 15 mins to be calculated as 1 hour). If lights and PA prepared by renters, RM1,000.00 would be charged for electricity.	RM3,000.00
2	Hall (Weekday)	RM4,500.00		
3	Projector	RM600.00		
4	LED Screen Projector	RM2,000.00		
5	Lecture Hall (Friday to Sunday, Public Holidays and Public Holidays Eve)	RM1,500.00	The fee is only used for 4 hours including supply of lights and sound system. Exceeding 4 hours would be charged at RM200 per hour (Capacity for 300 pax)	RM500.00
6	Lecture Hall (Monday to Thurs) (Only available on School Holidays)	RM1,200.00		
8	Meeting Room	RM500 (3 hours)		
9	Plastic Chair	RM1.00 (Each)		
10	Cleaning Fee	RM200.00		

If you are interested in renting, please contact the school office to obtain the application form or download from official school website (www.lickhung.edu.my) . The completed form please email to lickhungrental@gmail.com