

**大波士頓區中華文化協會**  
**Greater Boston Chinese Cultural Association**  
437 Cherry Street, West Newton, MA 02465  
Tel/Fax: 617-332-0377 <http://www.gbcca.org>

**Rules and Regulations of GBCCA Facility Usage**

1. No solicitation (See Retailing and Selling Policy), no pets, no smoking, no alcohol or illegal drugs are allowed in the GBCCA facility.
2. All users must sign up with the administrative office in advance.
3. Usage fees are determined by the Building Committee based on frequency, hours, and size of rooms.
4. Please maintain the rooms in a clean and orderly manner, restore the table/chair arrangement to the way you found it, and clean the tabletops after use.
5. When you leave, please turn off all lights and air-conditioners; turn down the heat thermostat and close all windows in winter.
6. Please use your own paper goods, food and supplies. Coffee/tea makers may be used but should be cleaned and unplugged when you leave. Turn off all electric appliances when you leave.
7. Please do not leave leftover food. Take out everything that you brought in. Collect and take out all trash and rubbish before you leave.
8. Trash and rubbish: Remove all trash and rubbish. Replace with fresh trash bags.
9. Make sure all entrances to the building (front main entrance and side entrance) are locked if you are the last one to leave on any given day.
10. If you caused any property damage, you would be responsible for the cost of repair.
11. \$10 hourly custodian fee is charged for all one-time users during non-office hours.
12. A \$100 cleaning deposit is required for renting the space. This deposit will be returned if the rooms used are properly cleaned after use. Any extra cleaning required including removal of garbage will be deducted from the deposit.
13. Applicants should read and sign the Rental Agreement, Rules and Regulations of Facility Usage and keep a copy of the checklist. After use, the applicants shall go through the checklist to ensure every item is followed and return the signed checklist to the office administrator.
14. There is no parking on the driveway at any time.

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15. Huang Mae Rong checks the facility at the end of each day. Please leave on time so she can complete her job.