

Training Center use Policy Sheet

Welcome to the Great Commission Training Center

AFC hopes you will have a joyful and profitable time and accomplish the goals you have set for your group. This property is dedicated to God for His glory and use. We request that you help us honor our stewardship by complying with safety and other regulations.

Group contact person is responsible to inform their group members of the following regulations.

1. **Safety** is everyone's concern. Please refrain from rough play in the building, on stairways, and in the elevator area.
2. Do not move major items of **furniture** from room to room, nor take outdoors.
3. **Alcoholic beverages** are not allowed on the premises. **Smoking** is not allowed on the premises. Smoking is prohibited by order of the Fire Department in any of our buildings.
4. **Pets** are not allowed.
5. The **thermostat**: It is already set for you.
6. **Please do not enter posted areas and rooms you did not reserve.** On weekends, the AFC headquarters office building is closed. If you wish to have the **AFC Chinese Bookstore** opened on a weekend, please make an appointment with the bookstore prior to your retreat date (Please call 800-624-3504).
7. If you have rented and used the kitchen, please **clean** the kitchen before you depart, leaving it in the same condition in which you found it. **Be sure to clean all kitchenware you used and clean up any spills that have been made.** Groups may **bring** and cook their own **food**.
8. **If you have rented the kitchen to cook food. We have prepared some basic cookware such as pot, pan, knives and cooking utensils.** (Please bring your own disposable tableware.)
9. Please place **garbage** in the plastic bags provided. When full, please tie them securely and place them in the dumpster outside the kitchen. At departure, please remove all food from the building.
10. There is a refundable registration **deposit** of \$150.00. The deposit will be returned to you after the building has been inspected and it is determined that everything was left clean and in satisfactory condition. Portions of the deposit may be used to cover any repairs or replacements that need to be made or purchased due to damage. Breakage or **damage** should be reported to our staff. (Please note: ***If AFC is unable to clean up spills, we will need to hire a company to do so and pass on the expense to your organization.***)
11. Cancellations will be accepted up to 30 days in advance. For cancellations made less than 30 days in advance, the registration deposit will not be returned. **There will be a \$100 charge for losing the Key.**
12. In case of **emergency**, call (717) 687-8564x 0 on weekdays. On weekends and evenings, call Paul Schultz (717) 391-7735 or 717-606-7826 (cell).

Thank you for your cooperation.

Ambassadors for Christ, Inc.

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Phone: (717) 687-8564 ~ Fax: (717) 687-8891

培訓中心使用規範

歡迎蒞臨使者大使命培訓中心

基督使者協會竭誠盼望您的團體在此有一段愉快且美好的時光。此中心是奉獻為神的事工所用，以榮耀祂的名。請您協助我們履行管理之責，並遵守此中心的使用規範。

團體連絡人應負責將以下的規定通知所有參加聚會的成員。

1. **安全第一**。請禁止在室內、樓梯、電梯附近玩耍。
2. 請勿隨意將**桌椅**搬至其他房間或室外。
3. 本中心嚴禁任何含**酒精飲料及吸煙**。消防署規定本中心室內禁止吸煙。
4. 請勿攜帶**寵物**。
5. **自動調溫器**: 我們已經為您設定了室內的溫度。
6. **請勿進入貴團體沒有租用的地區**。使者協會總部辦公室週末不開放。若您希望**使者書房**在週末營業，請儘早於退修會之前與書房同工預約。(電話:800-624-3504)
7. 若您有租用廚房，請於離開之前**清掃**廚房，**拭除污垢**並將其還原至您住進時的狀態。**鍋盆刀勺使用後請務必洗淨、擦乾後放回原位**。
8. 您的團隊可**自備**並烹煮**食物**。本中心備有**鍋盆刀勺等廚具**。(請自備免洗餐具)
9. 請使用我們為您準備的塑膠袋裝**垃圾**。當垃圾袋裝滿時，請將其綁緊後丟進廚房外面的大垃圾箱內。離開時，請勿在室內留下任何食物。
10. 您預約時需繳\$150.00 **定金**(可退還)。我們在檢查場地之後，確定無髒亂或損壞，在可接受的程度，便會將定金退還給您。若有物品損壞的情況，您的定金可能會被扣下一部份，用以修理或汰換破損的物品。
11. 取消預定的期限是退修會日期之前30天，若是少於30天，恕不退還定金。**若是您遺失了鑰匙，需要賠償\$100。**
12. 萬一發生緊急情況，週一至週五白天，請撥電話 (717) 687-8564 分機 0，週末或晚間請撥 (717) 391-7735 或 (717) 606-7826 找 Paul Schultz。

謝謝您的合作！

基督使者協會

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