

Dear Chinese Friends, 亲爱的中国朋友,

The Hospitality Center for Chinese (HCC) is a non-profit organization established in 1992. We are located across from the St. Paul Campus of the University of Minnesota. We provide many services like reception, consulting, English classes, friendship connection, furniture ministry, activities, and host homes for friends from China. As Christians, we want to share God's love by serving you. 华夏之家 (HCC) 是一个非营利性组织, 成立于 1992 年。我们位于明尼苏达大学圣保罗校园对面。我们提供许多服务性项目像接待, 咨询, 英语班, 交朋友, 家具, 各种娱乐活动, 以及美国家庭接待项目等。作为基督徒, 我们希望通过我们的服务与您分享上帝的爱。

Thanks so much for using our furniture service. With the commitment of our interns, donors and volunteers, our furniture ministry has consistently grown and helped hundreds of Chinese friends and their families. We also want to encourage you to join us to help other people in need. Your donations of financial support or/and volunteering are very much appreciated.

非常感谢您接受我们的家具服务。随着我们的实习生, 捐助者和志愿者的支持, 我们的家具项目不断成长, 帮助了非常多的中国朋友和他们的家庭。我们也想鼓励你加入我们的行列, 帮助其他有需要的人。无论是经济支持还是花时间去作志愿者我们都很欢迎和感激。

This summer we have Dr. Ken Philips lead the furniture ministry at HCC. If you have any questions regarding our furniture ministry and terms please contact them at HCC or e-mail [furniture@hcchinese.org](mailto:furniture@hcchinese.org).

今年夏天, 我们很幸运有 Dr. Ken Philip 协助家具项目。如果您有任何关于我们的家具项目和条款的问题请联系他们或发电子邮件到 [furniture@hcchinese.org](mailto:furniture@hcchinese.org) 或者 [peter@hcchinese.org](mailto:peter@hcchinese.org)。

Sincerely

Ken Philips  
Furniture Coordinator  
651-659-9740  
[furniture@hcchinese.org](mailto:furniture@hcchinese.org)

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Program Director  
612-889-7110  
[Peter@hcchinese.org](mailto:Peter@hcchinese.org)

#### Terms and conditions

#### 条例及注意事项

1. To reserve furniture, send email to ask for a form and submit it back through email: [furniture@hcchinese.org](mailto:furniture@hcchinese.org).
2. We accept reservations online. The office hours for reserving or pickup will be from 10 to 5pm, Thursday to Saturday.
3. New students may choose 3 large furniture pieces/sets. Senior students may choose 1 piece/set.
4. You have two weeks to pick up your furniture. After two weeks it will be put back for others to choose.
5. Please book, reserve, and pick-up furniture with assistance from the HCC staff. Unauthorized taking of furniture is illegal and will be reported to school/authorities.
6. The HCC offers furniture that has been donated and previously used. HCC staff will try to check and repair furniture but is not responsible for its condition. HCC is not liable for any personal injury that may occur during the pickup/delivery of furniture.
7. We encourage you to give the furniture to friends who need it or donate it back to HCC when you finish your study here rather than sell it.

发送电子邮件要求申请表格, 填好后通过电子邮件发回:  
[furniture@hcchinese.org](mailto:furniture@hcchinese.org)。

我们随时接受网上预订。来华夏之家预定或提取家具的办公时间为上午十时至下午 5 时, 星期四至星期六。

新的学生可以选择 3 件/套家具。其他申请人可以选择 1 件/套。

预定后你有两个星期的时间提取你的家具。两周后家具自动进入其他人可选区域。

浏览, 预定以及提取家具请由华夏之家工作人员协同。未经许可拿走家具是不合规定的, 将呈报给学校/所在机构。

提供给华夏之家的家具是捐赠而来, 大部分以前使用过。华夏之家的工作人员将尝试检查和修理家具, 但对家具情况不予保证。家具预定人将对任何可能发生的人身伤害, 或在家具提取运送中出现的问题负责。

我们鼓励您在实用家具完后赠与其他需要的朋友使用, 或捐回华夏之家而不是将其出售。

I HAVE READ THE TERMS AND CONDITIONS AND AGREE TO ALL OF THE PROVISIONS CONTAINED ABOVE.

我已阅读所有条款及条件并同意以上的所有规定。

签名及日期

Signature:

Date:

**Please read and finish the reverse side to finalize your request.**



# Hospitality Center for Chinese

1407 Cleveland Avenue North, Saint Paul, Minnesota 55108  
651.659.9740 www.hcchinese.org



HCC 华夏之家 Furniture Form 2011

## Form A

Date	English Name	Chinese Name	Date of Birth
Phone	Email	Hometown	
Current Address in U.S. (Street number, street, city, state, zip code)			
Received Furniture from HCC Before?	Yes		No
What type of furniture are you looking for?			
Do you have transportation?	Yes		No
Do you need to use the HCC van? (If you need the services of the HCC van for transporting the furniture, please schedule it five days in advance. Due to insurance issues, the HCC van is only driven by authorized HCC volunteers.)	Yes		No
Please note that you are responsible for loading and unloading all your furniture. I have ( ) friends to assist me with load & unload furniture. ( ) of them are guys.			
What is the best dates and time to pick up the furniture?			
Your Delivery Address (if different)			
You are ... (circle one) Undergraduate / Graduate / Visiting scholar / Post-doc / other			
What year are you? (circle one) 1 <sup>st</sup> year / 2 <sup>nd</sup> year / 3 <sup>rd</sup> year / 4 <sup>th</sup> year / 5 <sup>th</sup> year / 6 <sup>th</sup> year			
Male	Female	(Circle one) Major/ Department	
To support HCC in helping more students, I would like to donate \$10 dollars for van maintenance and gas.		Yes	No
I would like to donate my time as a volunteer.		Yes	No
I am interested in HCC activities and would like to be on the email list.		Yes	No

## Form B (for volunteer only)

Volunteer Information	Name	Date	Time
	Donation Received Yes No	Notes	

Please read and finish the reverse side to finalize your request.