

## 東灣三一華人教會乒乓桌使用規則

1. 使用前先找執事註冊使用時間，確認不會和已經註冊的時間有衝突
  - a. 註冊鏈結: <https://bit.ly/ebtcctt>
  - b. 如果已經有人已經註冊同一時段，聯繫已經註冊的人，問是否可以加入
2. 每次使用之後把屋子恢復到使用以前狀態
  - a. 乒乓球網和拍子收到盒子裡面
  - b. 乒乓球檯折起，放回牆邊
  - c. 所有桌子和椅子擺放到原位
  - d. 如果開門或者空調，關門和關空調
3. 保護設備
  - a. 不要坐在球桌
  - b. 不要放東西在球桌
  - c. 如果有損壞讓執事通知執事會
4. 如果人多需要讓每個人都有機會參與

## EBTCC Table Tennis Usage Rules:

1. Ask a Deacon to register date/time of play, to make sure no registration was made for the same date/time (reg link: <https://bit.ly/ebtcctt>)
  - a. If a registration for the same date / time exists, reach out to the Deacon who make the registration and ask to join in the play
2. Return everything back to original state (before play began)
  - a. Put net and paddles / balls into the box
  - b. Fold and put the table tennis table back to the original location next to the wall
  - c. All tables and chairs should be placed in their original position
  - d. If you opened the door/s or turned on the AC, turn off the AC and lock the door/s
3. Protect the equipments
  - a. Don't sit on the table tennis table
  - b. Don't put any items on the table tennis table
  - c. If anything is broken, ask the Deacon to report to the Council
4. Ensure everyone in the group get some time to play