



## Weekday Meeting Rental Policy

### **Qualifications**

The reservations may be made only by a homeowner who has a current and valid membership card. They must be present during the entire meeting. The member does not have to run the meeting but he/she will be responsible to see that all requirements of the agreement are met. They must be the first to arrive to check in to the facility and they should be the last to leave. They will be required to check in and out with the staff on duty.

Meeting may not be open for general public functions, such as, but not limited to, religious services or sales. No fee may be charged or donations solicited. Meetings must be informational in nature. Additionally, the meetings must be private and not open to the general public.

### **Hours of Availability**

Weekday meeting rentals will be allowed on Mondays through Thursdays from 8:00 a.m. – 8:00 p.m. Weekday meeting rentals will not be allowed on the weekends, or Friday evenings. Weekday meeting rentals will also not be allowed when the hall is reserved for program.

### **Confirmation**

A reservation will not be considered valid until a rental agreement is signed by both parties. One half of the total fees will be required to hold the room. The second half will be required two weeks prior. If a check is not honored by the bank it is drawn on the reservation will be voided until payment is made, and a bad check fee will be charged.

### **Cancellation**

For a full refund, cancellation must be done one week in advance, in writing, to the Recreation Manager.

### **Reservation Notice**

Reservations may be made up to 6 months in advance. Reservations will be on a first come, first served basis.

### **Termination of Agreement**

V.O.K. reserves the right to cancel a reservation at any time for just cause. If the reason for termination is the result of false or inaccurate information on the applicant's part the fee will be forfeited.

### **Set Up**

No one will be allowed in the room prior to the agreed start time and only after a walk through with the sponsor has taken place. The Association will set up the tables and chairs in an agreed upon configuration. Nails, thumbtacks, and tape are not allowed on the walls.

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**Clean Up**

The room must be cleared of all debris and materials. Rubbish must be taken to the dumpster. Damaged equipment, furniture, etc. must be reported to the staff on duty. Staff on duty must give final approval before leaving.

**Damages/Losses**

The member will be responsible for any loss or damages to the facility and equipment. The Association assumes no responsibility for any property brought into our facility.

**Unrestricted Entry**

Staff on duty will have unrestricted access to the facilities at all times for the purpose of ensuring appropriate use. Violations of the Recreation Center rules or the Association's policies and procedures may result in fines, sanctions, and/or suspension of recreation center privileges.

**Off-Duty Officers**

Off duty officers will not be required for meetings unless in the Association's opinion there is a reasonable expectation that their services would be needed due to the nature of the meeting.

**Insurance**

All agencies will provide proof of insurance and name the Association as additional insured. If the agency is a government agency or self-insured we would require a letter from the Attorney General, Comptroller, or other appropriate official.

**Fees & Expenses**

	<u>Profit</u>	<u>Nonprofit</u>
Setup charge	\$60.00	\$60.00
Per hour cost	\$70.00	\$45.00

Nonprofit groups dealing with youth who have a majority portion of their population in the Villages of Kapolei may have their fees waived.

**Fees for Special Equipment (subject to availability)**

	<u>Profit</u>	<u>Nonprofit</u>
Microphones	0	0
Overhead	\$15.00	\$15.00
Video Projector	\$250.00	\$150.00
TV/VCR	\$25.00	free
Linens	\$2.50	\$2.50