

PRINCEVILLE COMMUNITY CENTER

GENERAL RULES AND REGULATIONS

The Princeville Community Center provides a Multi-Purpose Room and a Conference Room to host educational, cultural, entertainment, and business functions for its members, guests, and the public at large. The PCA Community Center is a general use facility, with privileges for association members.

Part One: General Information

ITEM	GROUP 1	GROUP 2
Who can make a reservation:	PCA members*, determined by: 1. Homeowner - names on deed 2. Condo owner - names on deed 3. Timeshares - ten passes allocated to each association for all units	Local residents not qualifying as Group 1 members. Renters of any Group 1 member unit.
Fees: 1. Deposit 2. Use	1. \$20 2. \$10 per event	1. \$100 2. \$25 per event
Advance booking period:	6 months - first come, first served	3 months - first come, first served
When can reservations be made:	PCA office hours: 8am - 3:30pm M-F	PCA office hours: 8am - 3:30pm M-F

* Members whose accounts are delinquent in either their dues or fines must pay the Group 2 fees.

Part Two: Rules and Regulations

I. Reservations

- A. Reservations are secured when the reservation agreement is completed in full **and** both the deposit check and use fee check are received in PCA office. Checks can be made payable to 'PCA'. A fee of \$5.00 will be charged for any returned check. Credit cards not accepted.
- B. **The person making the reservation is the responsible party.** They must be present for the full duration of the function and assure adherence to the rules of conduct and care of the facility.
- C. Age - A person must be 18 years of age or older to make a reservation.
- D. Cancellation of a reservation prior to three days before the event will result in a full use fee and deposit refund. **Cancellation within three days of the event forfeits the use fee.**
- E. Reservations cannot be made for third party use.
- F. Recurring use - In both Groups there is a limit of three months on the length of scheduled recurrences. Extension of recurring use reservations can be made 45 days prior to reservation scheduled end date. Use fee for recurring events must be paid in full in advance.

II. Occupancy

- A. Conference Room - 10 persons, chairs and conference table provided.
- B. Multi-Purpose Room - 75 persons, or limit set by fire marshal, chairs and some tables provided.
- C. Overflow - Occupancy extends only to the room that has been reserved. Meetings or parties are not allowed to overflow into adjoining rooms or offices.

III. Hours of Operation

- A. The Multi-Purpose Room and Conference Room are available for use from 8:30 am to 8:30 pm every day of the week.
- B. Parking lot must be vacated by 9:00 pm.

IV. Use and Behavior

- A. Noise - This is a public facility in a residential neighborhood. Be considerate! Noise generated should not be audible by the neighbors.
- B. Parking Lot - The parking lot is not a function area or place to extend meetings. Loitering is not permitted.
- C. Smoking - Prohibited throughout the facility and near entrances. Federal, State, County, and local laws apply.
- D. Food - Food may be served within the facility. Any damage or cleaning required as a result of food service will be deducted from the deposit, or billed in the case that charges exceed the deposit amount. No stove, oven, or microwave is available. Do not bring cooking and heating appliances. Food preparation should not take place in the rooms. A counter exists for serving food and a small sink for clean up and rinsing. There is no garbage disposal. Grills may be used outside the building at a safe distance from the building.
- E. Alcohol Consumption - Permitted with proper additional liquor liability insurance listing PCA as named insured and proof of such coverage. The coverage should be for a minimum of \$1million. Sale of alcohol is prohibited.
- F. Age - All events having participants less than 18 years of age must have enough adult supervision to ensure safe and secure participation by all occupants.

V. Prohibited Uses

- A. Any use that violates any Federal, State, County, or local laws.
- B. Events whose parking requirements exceed those at Prince Albert Park, e.g. craft fairs.
- C. Activities exceeding 75 persons inside the building at any time.

VI. Insurance and Waivers

- A. All users will be required to sign liability and waiver agreements.
- B. Group events that may have special conditions will require proof of additional insurance coverage for that event or group.
- C. If alcohol is consumed, see insurance requirements above in Section IV, Item E.

VII. Cleaning

- A. Basic Guideline - Leave the room in as good or better condition than you found it.
- B. The PCA does not provide daily cleaning of its general use facility. Therefore, it is essential that the facility is thoroughly cleaned after each use. Basic cleaning supplies are provided to wipe down surfaces. When food is served, you will need to bring your own additional cleaning supplies. Please allow time for this in your reservation.
- C. Trash - Pick up and remove all trash. No dumpster exists at the facility. The adjoining park trash cans are not to be used for trash disposal at any time.
- D. Vacuum - Vacuum all carpeted areas used during your event, including the hallway leading to the restrooms. A vacuum cleaner is provided.
- E. Tables and Chairs - All tables and chairs must be returned to the storage closet. Please store them properly as shown in the pictures provided.
- F. Bathrooms - Please check that the bathrooms are picked up, all toilets are flushed, and lights are turned off.

VIII. Checking In/Out for Your Event

- A. **The PCA staff will open and close the facility for your event. The PCA office hours are 8am-3:30pm M-F. If your event is during office hours, check in and out with the office staff. If your event takes place or ends after office hours, you must call patrol (808-826-6181) to open and/or close the facility. Please allow them 15 minutes to arrive at the Community Center after your call is placed.**
- B. Damage/Cleaning Charges - Damage or cleaning charges will be determined by the general manager. Damages in excess of the deposit amount will be billed to the member's account in the case of Group 1 users, and billed directly to the applicant in the case of Group 2 users.
- C. Deposits will only be refunded to the responsible party making the reservation. Deposits can be picked up during office hours from the PCA staff. Patrol will not return any deposits. If the deposit is not picked up, it will be mailed to the responsible party.

PRINCEVILLE COMMUNITY CENTER

RESERVATION AGREEMENT

This Agreement is made by the Princeville at Hanalei Community Association ("PCA") and the person or organization named below with respect to the requested use of the Multi- Purpose Room or the Conference Room within the Princeville Community Center, owned and operated by PCA.

APPLICANT INFORMATION:

Person/Organization Name: _____

Responsible Party: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Reservation for: Multi-Purpose Room Conference Room

Date: _____ Time: _____

Description of Event: _____

PARTICIPANT INFORMATION:

PCA Member: Yes No

For PCA Members: Homeowner Condominium Owner Timeshare Owner

Unit/Lot # or Condominium/Time Share Name/Unit #: _____

Number of Guests to Attend: _____

Will Food be Served: Yes No

Will Alcohol be Served: Yes No (Please see insurance requirements in the General Rules and Regulations; Part Two, Section IV, Item E)

If Yes to Either, Please Explain: _____

LIABILITY RELEASE:

By signing below you release PCA of any and all liability for injuries and damages incurred by yourself, family, guests, and invitees during the period of your reservation while on the PCA property or in the Community Center. Further, you agree to be financially responsible for any and all damages caused by yourself, family, guests, and all parties using the PCA Community Center and related facilities during the period of your reservation, including any additional charges required. Last, you indemnify PCA from and against any and all claims, liabilities, damages and loss arising out of any injury or death of any person or damage to or loss or destruction of property occurring in or around the Community Center during the period of your reservation. **Note:** If any liquor is consumed, you must obtain additional liquor liability insurance listing PCA as named insured and provide proof of such coverage. (Please see insurance requirements in the General Rules and Regulations; Part Two, Section IV, Item E)

By signing below you agree to the liability release above and acknowledge you have read the PCA Community Center General Rules and Regulations attached and will ensure, as the responsible party of the event, that all persons attending will be informed of the PCA Community Center General Rules and Regulations.

Signature of Responsible Party

Date

FOR OFFICE USE ONLY

Date Agreement Received: _____

Date Deposit Received: _____ Amount: _____ Check #: _____

Date Use Fee Received: _____ Amount: _____ Check #: _____

Date Deposit Returned: _____ By Mail / In Person - Initials: _____

Date Use Fee Deposited: _____