

J. WALTER CAMERON CENTER
95 Mahalani Street
Wailuku, Hawaii 96793

Ph: (808) 244-5546

Fax: (808) 242-1857

**2009 POLICY FOR THE USE OF J. WALTER CAMERON CENTER
MEETING FACILITIES**

The meeting facilities of the J. Walter Cameron Center are Room 1, Room 2, Auditorium and downstairs conference room. These meeting facilities are open on first-come, first-serve basis to all individuals and organizations **except** political organizations and/or individuals conducting political meetings.

- A. Individuals and organizations using the meeting rooms shall be assessed a Maintenance and Utility Fee. A commercial enterprise using the meeting rooms shall also be assessed a User Fee.
- B. Individuals or organizations conducting a meeting or event for which admission is charged or fees charges or donations solicited shall be assessed a User Fee of \$30.
- C. Workshops and seminars intended exclusively for a resident agency staff development and training or for clients servicing and education for which fees to cover its costs are assessed, shall be exempt from Users Fees.
- D. *Maintenance and Utility Fees (Refer to Facility & Equipment Rental Fees)*
- E. Users needs to provide a current Certificate of Liability Insurance naming J. Walter Cameron Center as an additional insured.
 - a) **Description of Operations:**
J. Walter Cameron Center its officers, employees and agents are additional insured respecting _____ to _____ (Seminar name) on _____ (date).
 - b) Certificate Holder:
J. Walter Cameron Center
95 Mahalani Street
Wailuku, Hawaii 96793
- F. Proof of a nonprofit status is needed at the time of reservations are made. Proof shall consist of a copy of the organization's 501(c) (3) tax exempt determination from Internal Revenue Service or a copy of the organization's incorporation document as a nonprofit charitable organization in the State of Hawaii.

RULES FOR USE - APPLICATIONS

1. Application for Use shall be made at the Cameron Center office during working hours, between 8:00 A.M. and 4:00 P. M. Individual or organization representatives shall certify as to compliance with these written rules when signing said application.
 - **Cancellations** will be accepted up to twenty-four hours preceding use. **Failure to meet the 24-hour notification will result in the assessment of Maintenance and Utility and User fees**, if applicable.
2. Users shall pick up keys for meeting room(s) at the Cameron Center office during working hours, between 8:00 A.M. and 4:00 P.M. Keys must be returned to the office by 12:00 noon on the day following use.

3. Individuals and organizations using the meeting rooms shall be responsible for leaving the premises clean and returned to the order shown on the diagrams posted in each meeting room. If additional cleaning is needed, the User will be billed for the cost of clean up.

Users shall also be responsible for any damage to the meeting room and its contents (furniture and equipment) or loss of property from the premises. Damage or loss shall be reported promptly and users shall reimburse the Cameron Center for the cost of repair and/or replacement of same.

4. The Cameron Center Staff is not responsible for setting up or cleaning up meeting rooms. **Cameron Center Staff is also not responsible for relaying messages to persons attending meetings** except in cases of extreme emergency. Users are instructed to advise their employees and others accordingly.
5. Use of the Cameron Center meeting room(s) is restricted to the specific room(s) designated on the application and the adjoining restrooms.

The Center's kitchen facilities are available for use upon request. Users shall be responsible for furnishing their own supplies, such as cups, plates, etc. Kitchen users must notify the Cameron Center office if the use of the oven is needed.

Individuals and organizations using the meeting rooms shall be responsible for locking all entrance doors and adjourning restrooms and for turning off all lights.

Air conditioning in the Auditorium is available upon request, weekdays only, from 8:00 A.M. to 4:00 P.M.

6. Users must respect the rights of others by keeping noise levels down since partitions between meeting rooms do not completely contain generated noise.
7. The consumption of alcoholic beverages is not permitted in Cameron Center meeting rooms.
8. **Pets** and other **animals** are **not permitted** in Cameron Center meeting rooms with the exception of guide, signal or service dogs.
9. Failure to comply with these written rules shall disqualify the User from further and future use of the meeting rooms.

ANY EXCEPTIONS TO THESE WRITTEN RULES REQUIRE EXTENUATING CIRCUMSTANCES AND MUST BE APPROVED BY THE EXECUTIVE DIRECTOR IN WRITING IN ADVANCE OF THE PROPOSED USE.

On a *company letterhead* please provide the following information (if you are being hosted by another agency/company we will need this information/request on their letterhead):

Name of Organization/Group: _____

Title of Meeting: _____

Billing Address: _____

City: _____ State: _____ Zip: _____ E-Mail: _____

Telephone: _____ Fax Number: _____

Day, Date, Time (time should include set up and clean up time), Amount of people, preferred room

Example: (Thursday, January 1, 2009, 8:00 am – 9:00 pm, 40 ppl, Auditorium)

2009 FACILITY USE AGREEMENT

I Certify that I have received, read, and understand the contents of the "Policy for Use of the J. Walter Cameron Center" and will abide by the rules and regulations specified therein.

Name of Organization/Group: _____

Date of Use: _____ Time of Use: _____

Fee for your event: _____ User Fee Applicable (Y) _____ (N) _____

Print Name of Person making the reservations: _____

Title of person Making Reservation: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Hosting Agency (If applicable): _____

Print Name of Hosting Agency (If applicable): _____

Signature of Hosting Agency (If applicable): _____ Date Signed: _____

Telephone: _____ Fax: _____ E-mail: _____

Please give a brief description of what the room will be used for and attach the flyer that will be sent out to the participants:

❖ *Users needs to provide a current Certificate of Liability Insurance naming J. Walter Cameron Center as an additional insured.*

a) **Description of Operations:**

J. Walter Cameron Center its officers, employees and agents are additional insured respecting to _____ (Seminar name) on _____ (date).

b) Certificate Holder:

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Wailuku, Hawaii 96793

❖ **Proof of a nonprofit status is needed at the time of reservations are made. Proof shall consist of a copy of the organization's 501(c) (3) tax exempt determination from Internal Revenue Service or a copy of the organization's incorporation document as a nonprofit charitable organization in the State of Hawaii.**

2009 Facility Fees: User(s) shall sign out keys for meeting room(s) at the Cameron Center office during business hours, between **8:00 a.m. and 4:00 p.m.**, Monday through Fridays. Reservations during holidays and weekends, keys for meeting room(s) should be picked up on the last business day prior to the holiday or weekend. Keys must be returned to the office by 12:00 noon on the day following use or dropped into the key return box.

	<u>Charitable Organizations- 501 (c) 3's or government agencies</u>	<u>Business</u> (all others)
Auditorium 5 tables, 80 chairs	\$85.00 per session (5 hours)	\$160.00 per session (5 hours)
Conf. Rm. #1 or #2 4 tables, 20 chairs	\$50.00 per session (5 hours)	\$100.00 per session (5 hours)
Both Conf. Rooms 8 tables, 40 chairs	\$85.00 per session (5 hours)	\$160.00 per session (5 hours)
Auditorium + Both Conf. Rooms 13 tables, 120 chairs	\$165.00 per session (5 hours)	\$200.00 per session (5 hours)

Facility Fees: \$ _____.

Equipment Fees: \$ _____.

User Fees: \$ _____.

TOTAL: \$ _____.

Payment Information:

Select form of payment:

_____ Cash:

_____ Check: Check No. _____ Bank No. _____/_____

(A Service charge of \$25.00 will be assessed for **ALL** returned checks)

_____ Credit Card: MC / Visa Card No. _____

Card Holder _____ Exp. Date _____

Zip Code: _____

Note: Any business or organization conducting a meeting or event for which admissions/fees/donations are charged shall be assessed a User Fee of \$35.00. Deposit for the use of Media equipment needs to be on a separate check.

2009 J. Walter Cameron Center Media Equipment Request Form

In office use only!

Date equipment issued: _____
Staff initials: _____

Date equipment received: _____
Staff initials: _____

Name of Agency / Organization / Company / Corporation

Requestor's Name

Date of request: _____

Date of Event: _____

Event Location: _____

<u>Equipment</u>	<u>Rate</u>	<u>Check</u> <u>items</u>	<u>Quantity</u>	CHECK OUT DATE	CHECK OUT TIME	JWCC Staff Initials
<i>Kitchen (not certified)</i>	\$10.00		N/A			
<i>Smart Board (Auditorium only)</i>	\$7.00		N/A			
<i>Microphone(s) (Auditorium only)</i>	\$2.00 each		-			
<i>Overhead Projector</i>	\$2.00		-			
<i>Projector</i>	\$10.00 \$20.00 deposit		-			
<i>Compaq Lap Top</i>	\$10.00 \$20.00 deposit		-			
<i>TV / VCR / DVD</i>	\$10.00		-			
<i>Coffee Urns (30 cup)</i>	\$1.00		-			
<i>Table(s)</i>	\$1.00		-			
<i>Chairs</i>	\$0.50		-			
<i>Easel</i>	\$0.50		-			
<i>Copies</i>	.10 per page, per side		-			
<i>Slide Projector</i>	\$2.00		-			
<i>Telephone</i>	Long distance charges apply		-			
<i>Internet</i>	\$5.00 per day		-			
<i>Extension cords</i>	N/C		-			

Do you know how to operate the equipment properly? Yes _____ No _____

Equipment: There is a *fee* for the use of the media equipment. The USER is **RESPONSIBLE FOR PICKING UP** the MEDIA EQUIPMENT from the Cameron Center, and the USER is **RESPONSIBLE FOR RETURNING** the MEDIA EQUIPMENT to the Cameron Center after use or on the next business day. If the equipment is not returned, the USER will be assessed the daily rate of the media equipment until said item is returned. If the equipment is damaged, lost or stolen, the USER will be assessed the cost for replacement of the damaged, lost or stolen item.

Print Name: _____

Signature: _____