

J. WALTER CAMERON CENTER
95 Mahalani Street
Wailuku, Hawaii 96793
Ph: (808) 244-5546 Fax: (808) 242-1857

2010 POLICY FOR THE USE OF J. WALTER CAMERON CENTER
MEETING FACILITIES

The meeting facilities of the J. Walter Cameron Center are Conf. Room #1, Conf. Room #2, Auditorium and Conf. Room #3(located downstairs). These meeting facilities are open on a 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 business 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 Media Equipment Request form for Media Rental Fees*)

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

Session #1: 7:00 am – 12:00 noon **Session #2:** 12:00 noon – 5:00 pm **Session #3:** 5:00 pm – 9:00 pm

- E. Users needs to provide a current Certificate of Liability Insurance naming J. Walter Cameron Center as an additional insured. Below is the verbiage required on the Certificate of Insurance. We will **ONLY** accept the insurance information directly from the Insurance carrier via mail fax, or e-mail to infor@jwcameroncenter.org.

- 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 and/or equipment that was used must be returned to the office by 8:00 am 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. Users shall not mark or in any way deface or damage the exterior or interior walls, floors or ceilings.
5. 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.

6. 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 our kitchen is **NOT** a certified Kitchen. 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 adjoining restrooms and for turning off all lights.

7. Users must respect the rights of others by keeping noise levels down since partitions between meeting rooms do not completely contain generated noise.
8. The consumption of alcoholic beverages is not permitted in Cameron Center meeting rooms.
9. **Pets** and other **animals** are **not permitted** in Cameron Center meeting rooms with the exception of guide, signal or service dogs.
10. 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.

- ❖ **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.**

2010 Maintenance & Utility 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 (Includes: 5 tables, 80 chairs)	\$85.00 per session	\$160.00 per session
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Maintenance & Utility Fees: \$ _____.

Equipment Fees: \$ _____.

User Fee Applicable (Y) _____ (N) _____) User Fees: \$ _____.

Note: Any business or organization conducting a meeting or event for which admissions/fees/donations are charged shall be assessed a User Fee of \$30.00.

TOTAL: \$ _____.

Payment Information:

Select form of payment:

_____ Cash: _____ Check: _____ Check No. _____

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

_____ Credit Card: MC / Visa Card No. _____

Name of Card Holder _____ Exp. Date _____

Zip Code: _____

Note: Deposit for the use of Media equipment needs to be on a separate check.

**2010 J. Walter Cameron Center
Media Equipment Request Form**

Name of Agency / Organization / Company / Corporation

Requestor's Name

Date of request: _____ Date of Event: _____ Event Location: _____

<u>Equipment</u>	<u>Rate</u>	<u>Quantity</u>	CHECK OUT DATE	JWCC Staff Initials	CHECK IN DATE	JWCC Staff Initials
<i>Kitchen (not a certified kitchen)</i>	<i>\$50.00 deposit only</i>	<u>N/A</u>				
<i>Smart Board (Auditorium only)</i>	<i>\$50.00 Deposit only</i>	<u>N/A</u>				
<i>Microphone(s) (Auditorium only)</i>	<i>\$2.00 each</i>	-				
<i>Projector</i>	<i>\$100.00 Deposit only</i>	<u>N/A</u>				
<i>Compaq Lap Top</i>	<i>\$50.00 Deposit only</i>	<u>N/A</u>				
<i>Portable Screen</i>	<i>\$100.00 Deposit only</i>	<u>N/A</u>				
<i>TV (Available in Classroom # 1 only)</i>	<i>\$10.00 Deposit only</i>	<u>N/A</u>				
<i>DVD (Available in Classroom # 1 only)</i>	<i>\$10.00 Deposit only</i>	<u>N/A</u>				
<i>Coffee Urns (30 cup)(2 Quantity)</i>	<i>\$1.00</i>	-				
<i>Table(s) (16 total)</i>	<i>\$1.00</i>	-				
<i>Chairs (60 total)</i>	<i>\$0.50</i>	-				
<i>Easel (ONLY-no paper)</i>	<i>\$0.50</i>	-				
<i>Copies</i>	<i>.15 per page, per side</i>					
<i>Telephone</i>	<i>Long distance charges apply</i>	<u>N/A</u>				
<i>Internet</i>	<i>\$5.00 per day</i>	<u>N/A</u>				
<i>Extension cords</i>	<i>N/C</i>	-				

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

Equipment: There is a **Deposit** for the use of the media equipment. The **USER** is **RESPONSIBLE FOR PICKING UP** of the MEDIA EQUIPMENT from the Cameron Center during the centers business hours, 8:00 am – 4:00 pm. The **USER** is **RESPONSIBLE FOR RETURNING** the MEDIA EQUIPMENT to the Cameron Center on the next business day after the use of the equipment promptly at 8:00 am. If the equipment is damaged, lost or stolen, the **USER** will be assessed the cost for replace of the damaged, lost or stolen item. .

Print Name

Signature

Date