

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

Ph: (808) 244-5546

Fax: (808) 242-1857

**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

**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.

Effective 1/2008

## 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: \_\_\_\_\_

Title of Meeting: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Estimated Fee: \_\_\_\_\_ 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:

\_\_\_\_\_  
\_\_\_\_\_

This agreement shall be binding for one year or until another representative from the organization is designated (whichever comes first.)

**Facility:** 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.

	<b><u>Charitable Organizations</u></b> <b><u>501 (c) 3's</u></b>	<b><u>Business</u></b> (for profit)
<b>Auditorium</b> 5 tables, 80 chairs	<b>\$50.00 per session (5 hours)</b>	<b>\$80.00 per session (5 hours)</b>
<b>Conf. Rm. #1or #2</b> 4 tables, 20 chairs	<b>\$30.00 per session (5 hours)</b>	<b>\$60.00 per session (5 hours)</b>
<b>Both Conf. Rooms</b> 8 tables, 40 chairs	<b>\$50.00 per session (5 hours)</b>	<b>\$80.00 per session (5 hours)</b>
<b>Auditorium + Both Conf. Rooms</b> 13 tables, 120 chairs	<b>\$100.00 per session (5 hours)</b>	<b>\$160.00 per session (5 hours)</b>

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

In office use only!

Date received: \_\_\_\_\_

Staff initials: \_\_\_\_\_

\_\_\_\_\_  
Name of Agency / Organization / Company / Corporation

\_\_\_\_\_  
Requestor's Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Business Phone + Ext.

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
e-mail address

Date of request: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

<u>Equipment</u>	<u>Rate</u>	<u>Check 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					
<i>Overhead Projector</i>	\$2.00					
<i>Projector</i>	\$7.00					
<i>Compaq Lap Top</i>	\$10.00 per day					
<i>TV / VCR / DVD</i>	\$2.00					
<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>Portable Screen</i>	\$2.00					
<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: \_\_\_\_\_