

HAWAIIAN SHORES COMMUNITY ASSOCIATION COMMUNITY CENTER FACILITY USE RULES AND REGULATIONS

Reservations

The HSCA facilities may be used for a single event or may be reserved for a continuing block of time for the purpose of holding exercise classes, dance classes, art classes, bingo, or regularly scheduled meetings. **All inquiries and reservations must be conducted with the HSCA business office (965-8140) located at 15-2793 Honu St and name, address, ph. # and email provided for the individual hosting or moderating the event.**

Fees

Member - \$20/1 st hr. & \$10/thereafter up to 5 hrs. Member - \$75/day	Nonmember - \$30/1 st hr. & \$15/thereafter up to 5 hrs. Nonmember - \$125/day
<u>For monthly recurring events, discounts may apply – see below*</u>	

**** A negotiated special rate for recurring events may be available by submitting a detailed request to the Board of Directors for their consideration. The Board meets monthly and individuals hosting ongoing activities may submit a request by email, by phone (965-8140), by mail, or in person at a board meeting.***

A **security deposit** (\$75/\$125 for member/nonmember) is required at time of reservation to cover any damage or loss that may occur during the rental period. Security deposit is fully refundable upon HSCA inspection of premises and return of keys. ***The deposit is non-refundable if you cancel the event within 7 days of event date.***

Renting Party will be refunded after rental period when Community Center is cleaned (by renting party), there is no property damage and all trash has been removed from the premises. **A cleaning checklist will be issued to Renting Party.** Facility will be inspected by HSCA staff.

Keys will be issued to the Renting Party the day of the event unless the event is held on the weekend, the keys will be issued Friday before end of business. Event payment is required before keys are issued to Renting Party.

Hours of Operation allowed at Community Center

8:00 am – 10:00 pm

Rules and Regulation

- Maximum capacity HSCA Community Center: 88
- Music or any amplified sound must be pre-approved by the Board.
- Certificate of Insurance listing HSCA as additional insured is required for all inflatables.
- No smoking allowed on the premises.
- No fires except in contained barbeques. No dumping of ash, coals, or other waste on the property; must be removed from the site. Water is available outside the facility.
- No nails, thumbtacks, screws, or pointed objects may be used/driven into floors, walls, or table
- Signs, banners, or other decorations may be placed on or near the fence. All outdoor decorations or other items that are visible from Kahakai Blvd. must be preapproved by the Board
- When the Community Center is closed, fenced areas are off-limits and the gate/chain on Kahakai must remain closed at all times
- Parking is allowed in designated areas only.
- Overflow parking on Nahawele Street only. No parking on Puanwai Street or Kahakai Blvd.
- Tables and chairs may not be removed from the premises
- Tables and chairs must be left clean and restored to their proper storage place
- Provide your own utensils and paper goods (including the bathroom)
- Provide your own cleaning supplies: trash can liners, soap, sponges, etc.
- The gate at the Community Center must be locked when leaving
- **All doors and windows must be closed and secured when leaving**

COMMUNITY CENTER CHECK LIST

- 1. All trash has been removed (including bathroom trash).
- 2. Decorations (including tape) have been removed.
- 3. Tables and chairs have been cleaned & put away.
- 4. Floor has been swept.
- 5. All windows have been shut and locked.
- 6. All lights have been turned off.

COMMUNITY CENTER BOUNDARIES

