



HAWAII COMMUNITY DEVELOPMENT AUTHORITY

547 Queen Street
Honolulu, Hawaii 96813
Telephone: (808) 594-0300/FAX: (808) 587-0299



COMMUNITY ROOM USAGE AGREEMENT BUSINESS HOURS RESERVATIONS

To reserve and use the HCDA's Community Room, the following document must be fully completed (including all applicable signatures), all policies read, and then returned to the HCDA.

Form with fields for Organization/ Group, Contact Person, Address, Phone, Fax Number, E-Mail Address, and Purpose/Description for Room Use.

Requested Date (One Form Per Date): Requested Time:
(2 Week Minimum Advance Notice) (Setup may not be earlier than 7:45 a.m./ Event must conclude by 4:00 p.m.)

Number of Attendees: Food & Beverage:
(Room Max. Capacity = 150, HCDA provides 60 chairs)

TERMS OF USE

I, the undersigned, on behalf of the organization I represent, agree to be responsible for any and all damage/loss to the facility, equipment, furnishings, and any fees associated with this event. I acknowledge and agree to the attached terms and conditions of HCDA's Community Room Usage Policy. Failure to adhere to any part of the Usage Policy will result in this group losing the right to reserve the Community Room for any future event and forfeiting all or a portion of its security deposit.

Signed: Name/ Title: Date:

Internal Use Only: DATE RECEIVED, Log/Calendar, Room Deposit, Key Deposit, ACTION (Approved/Disapproved), By:

Key released: Issued by:
Key returned: Accepted by:

Keys must be returned by 4:30 p.m. No Overnight holding of keys is allowed.

Site Condition Confirmation

I, the undersigned, on behalf of the organization I represent, agree that the Community Room and the equipment therein are in acceptable condition. I agree to restore the Community Room to this original condition upon the conclusion of my event. I understand that I may forfeit all or a portion of my security deposit if the Community Room and equipment are damaged.

Signed: _____

Name/ Title: _____

Date: _____

HCDA staff: _____

Date: _____

Check out procedures

- Return all furniture and chairs to its original position. Please refer to room diagrams and maps posted along the walls.
- Remove all additional equipment and chairs that were brought in.
- Remove all items from the refrigerator and counters. Floor and windowsills should be clear of debris.
- Ensure all trash is properly bagged and disposed in the large trash cans outside of the Community Room in the breezeway area.
- HCDA Staff member will conduct a walk through prior to 4:30 p.m. to determine whether the condition of the room merits a full or partial refund of the security deposit.
- Key fob must be returned to the HCDA staff by 4:30 p.m. **No overnight holding of keys is allowed.**

**Failure to return the room to its original condition or damage to the facilities may result in the group losing the right to reserve the Community Room for any future event and forfeiting all or a portion of its security deposit.*

<i>Internal Use Only:</i>	
SECURITY DEPOSIT REFUND:	ACTION:
Room Deposit \$475.00	<input type="checkbox"/> Approved
Key Deposit \$25.00	<input type="checkbox"/> Disapproved
By: _____	