



WAIKOLOA VILLAGE

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Administration Office Hours: 8am – 4pm Mon-Fri (excluding holidays)

COMMUNITY ROOM & CONFERENCE ROOM RESERVATION

Use is offered by the Board of Directors and administered by the Waikoloa Village Association

Thank you for your request to use the Waikoloa Village Association Community Room or Conference Room. Please complete the following information and return to the WVA office. Forms may be dropped off at the office, or mailed, emailed or faxed as noted above.

Please check the facility you would like to reserve:

Community Room Conference Room (available 4-10pm Mon-Fri & 6am-10pm weekends)

Name of Coordinator _____
(Please print)

Phone # _____ Cell # _____ Fax # _____ Email _____

Address: _____

Alternate Contact (if applicable): _____

Name of Organization (if applicable): _____

Billing Address (if applicable): _____

What will the room be used for?: _____

Is this activity open to the general public? Yes No. If you selected "Yes" and would like to advertise your activity in the newsletter/bulletin boards, please send a brief Press Release to admin@wvagolf.com.

Approximate # of attendees/participants anticipated: _____ Approximate maximum # _____

One-time event Date Requested _____ Time: From _____ to _____

Weekly Monthly Day Requested _____ Time: From _____ to _____

Other (please describe): _____

Are you a Waikoloa Village Association homeowner? Yes No If yes, Customer # _____

Are you a Waikoloa Village Association tenant? Yes No Owner's Name _____

Is there a fee for your activity? Yes No

Will alcohol be served at this function? Yes No (If Yes, see Use Regulations)

Signature

Date

For Office Information Only:

Approved _____ Fee (if applicable): _____ Certificate of Liability _____

Day(s) _____ Time(s) _____ Liquor Permit Required _____

Approved By _____ Date _____

Use Regulations and Fee Schedule for Community Room and Conference Room

(Please read carefully prior to signing agreement)

1. WVA members may reserve the Community Room and Conference Room for uses consistent with the purpose of the WVA as described in the bylaws.
2. The Board of Directors reserves the right to use the facilities at any time for official WVA meetings and business; that need takes precedence over any social, recreational, or other use that is scheduled.
3. Preference will be given first to 1) WVA homeowners in good standing, and then to 2) tenants of WVA homeowners in good standing. Thereafter, requests will be evaluated on a case-by-case basis.
4. There is no charge associated with the use of the Conference Room, which is available after business hours (4pm-10pm Monday through Friday, and 6am-10pm on weekends). The Conference Room holds approximately 10 people. No standing reservations may be made for the Conference Room.
5. A use that is scheduled for a continuous period lasting more than one calendar month is subject to approval by the WVA. **IF** competing or conflicting requests are made, the decision as to use will be made by the WVA.
6. The WVA will settle any conflicts pertaining to reservations and use of WVA facilities. Decisions of the WVA will be final in these matters.
7. All standing reservations must be renewed annually.
8. All standing reservations are limited to a 4-hour block of time, or a maximum of 4 hours per week. However, if a group would like to use the room for a longer period of time on the day of their reservation and the room is available, they may reserve the room on the morning of its use and pay no additional charge for the extra time.
9. The WVA will determine if the Community Room may be used for activities with fewer than 10 participants on average. After-hour activities with fewer than 10 participants may be situated in the Conference Room upon the discretion of the WVA.
10. The WVA must be notified in advance of any cancellations or changes to approved reservations. If the scheduled activity is cancelled without advanced notice more than three consecutive times, the WVA may exercise the right to revoke a standing reservation.
11. Any group whose payment is more than 90 days delinquent may forfeit their reservation.
12. Use by any group or organization that is separately identified and not simply a gathering of WVA owners shall provide evidence of insurance with limits acceptable to the WVA and shall present documentation to be on file with WVA showing WVA as an additional named insured on their policy(s).
13. The consumption of alcohol is not allowed as a normal practice by persons or groups using the WVA facilities. Exceptions may be granted on a case-by-case basis. Those granted an exception 1) will be required to provide liability insurance, obtain a one-day liquor permit, and adhere to other conditions determined to be necessary or appropriate by the WVA, and 2) may be required to provide a refundable security deposit.
14. Materials or supplies not belonging to the WVA shall not be stored in the meeting rooms or storage room unless approved by the WVA.
15. If the person responsible for the room will not be in attendance during use, the WVA office must be notified in advance with the name of the replacement and his or her contact information.
16. Users must report anything amiss **upon arriving** such as windows left open, utilities left on, new carpet stains, etc. If the room is being used after hours, notify the WVA office by the next business day. Stain remover products and rags are available in the Community Room storage area. If you spill something, please clean up after yourselves. Notify the WVA office of any stains that cannot be removed.
17. Keys for after-hour use must be picked up at the WVA office during business hours prior to the activity (after 8am and before 4pm Monday-Friday, excluding holidays). You must contact the WVA office during business hours if you are unable to pick up the key from the office prior to your event.
18. This privilege and all the procedures and rules pertaining to it are available at the discretion of the WVA Board of Directors and the WVA. Abuse or misuse of the privilege by individuals or groups may result in revocation of the privilege of using WVA facilities.

I have read and agree to the Use Regulations for the Community Room & Conference Room _____
(Please initial)

Community Room Rental Rates

Users will be billed monthly. Invoices will be sent to the Billing Address noted on the Reservation form.

Usage	Rental Fee
Homeowners/tenants who reserve the room for an activity that is free to participants	\$3/hour
Homeowners/tenants who charge a fee for their activity	\$12/hour
Named Organizations, Businesses, and Church Activities	\$12/hour
Special, One-time Events (such as wedding receptions, parties, baby showers, award ceremonies, concerts, and similar occasions)	\$25 flat fee for up to a 4-hour period: \$3 for each hour thereafter.

I have read and agree to the Rental Rates _____ (Please initial)

Facility Rules

The following rules must be observed when using the Waikoloa Village Association Facilities:

Conference Room:

Prior to leaving the room:

- A. Room must be left in its original condition. Please clean table after usage.
- B. Turn off all lights
- C. Securely close and lock exterior door
- D. Return the key packet by placing it in the mail drop next to the front office

Community Room:

Prior to leaving the room:

- A. Return tables and chairs to their original positions. Please clean tables after usage.
- B. Turn off all lights
- C. Turn off all fans
- D. Turn off air conditioning unit
- E. Vacuum room (vacuum is located in the kitchen)
- F. Securely close and lock exterior doors (keep unlocked during use) and windows before leaving
- G. Leave kitchen clean, if used. Deposit trash in can, and wipe down counters.
- H. Close door (do not lock) between kitchen and Community Room
- I. If key was issued for after-hours use, return the key packet by placing it in the mail drop next to the front office

NOTE: LEAVING ANY UTILITIES ON, OR FORGETTING TO COMPLETE THE STEPS DESCRIBED ABOVE, MAY RESULT IN A CHARGE TO YOU, YOUR GROUP OR YOUR ORGANIZATION.

I have read and agree to the WVA Facility Rules _____ (Please initial)

I understand that I will need to make arrangements to pick up the key from the Administration Office during business hours (8:00 a.m. to 4:00 p.m. Monday-Friday, excluding holidays) or Golf Shop if my event falls on a weekend, holiday or after hours on a weekday. _____ (Please initial)