



ROYAL KUNIA

COMMUNITY ASSOCIATION

94-750 Anoiki Street • Waipahu • Hawaii • 96797

Tel. No. 688-9000 • Fax No. 688-9003

www.royalkuniacommunityassociation.org

COMMUNITY RECREATION CENTER RENTAL REQUEST

Date: _____

Applicant is: (Check one) Homeowner Tenant Other

1. PLEASE COMPLETE ONLY IF YOU ARE A HOMEOWNER/TENANT WITH TRANSFER OF PRIVILEGES IN THE ROYAL KUNIA SUBDIVISION

Name: _____

Address: _____ Site/Lot #: _____ Ph. #: _____

2. IF APPLICANT IS A CORPORATION OR OTHER LEGAL ENTITY

Type of Organization: Non-Profit For Profit

Business Name: _____

Name and title of person applying: _____

3. Type of Activity: _____ # of People: _____

Date of Event: _____ Start Time: _____ End Time: _____

Availability: (Hourly Use Only)
Mondays, Tuesdays, Thursdays 8:00am. – 9:00pm.
Wednesday (Upon Availability) 7:00am. – 9:00am.

****PLEASE NOTE: SET UP MUST BE DONE NO EARLIER THAN THE START TIME,
AND CLEANUP MUST BE COMPLETED NO LATER THAN END TIME****

Contact Person: _____

Phone #: _____ Email: _____ Fax#: _____

THE PERSON/COMPANY RESPONSIBLE FOR PAYMENT SHOULD BE THE SAME AS THE APPLICANT. IF DIFFERENT, EXPLAIN WHY HERE:

Person/Company Responsible for Payment:

Name: _____

Address: _____

FEES & CHARGES

Payment by check, money order, or cashier's check payable to Royal Kunia Community Association. **NO** cash will be accepted.

GENERAL RULES & GUIDELINES

- No pets are allowed with the exception of service animals.
- Smoking is prohibited within ALL facility rental areas and within 20 feet of doorways, windows, and ventilation intakes. Smoking permitted *in designated area only*.
- All changes to the rental request that have not yet been decided by RKCA must be made in writing by the applicant(s) no later than two (2) weeks prior to the event. Any changes or special requests to any RKCA approved rental requests must be made in writing by the applicant(s) at least two weeks prior to the event. All the requests for changes submitted less than two weeks before an event will not be considered.
- Service/consumption of alcohol is prohibited at any event unless indicated on page one of this contract.
- The following are prohibited: pony rides, petting zoos, fire dancing, any activity including open flames (with the exception of candles on a cake).
- Guest total must not exceed the posted room capacity. Any fire safety violation citation resulting from failure to observe this restriction will be the responsibility of the applicant holding the reservation, and any costs incurred by the RKCA in connection to such violation will be charged to said applicant.
- Cooking on the premises is prohibited. Kitchen facilities, stovetop, ovens are to be used for heating food only. Gas burners are not allowed to be brought to or used on the premises of the CRC.
- Failure to comply with RKCA on-duty staff &/or security, belligerence or refusal to obey their instructions will result in the immediate termination of the event.

RELEASE OF LIABILITY & INDEMNIFICATION

In submitting this request and agreement, the Applicant understands and agrees that he/she/it is and will be responsible for himself/herself/itself and the Applicant's invited guests and vendors whose presence on the RKCA premises are caused by the Applicant. The Applicant hereby releases and forever discharges RKCA and its Board of Directors, individual Directors, Officers, Employees, Representatives, Agents, Attorneys, Members, and assigns of and from any and all disputes, claims, demands, actions, causes of action, claims for relief, liabilities, costs, expenses, fees, injuries, losses, and damages related to or arising from, in any manner whatsoever, the use of Community Recreation Center and this request and agreement.

Further, the Applicant hereby agrees to indemnify, defend, and hold harmless RKCA, its Board of Directors, individual Directors, Officers, Employees, Representatives, Agents, Attorneys, Members, and assigns of and from any disputes, claims, demands, actions, causes of action, claims for relief, liabilities, costs, expenses, fees, attorney's fees, injuries, losses, and damages related to or arising from, in any manner whatsoever, the Applicant's use of the Community Recreation Center and this request and agreement.

I have read, understand, and agree to abide by all of the provisions of this request and agreement.

Print Name: _____ Date: _____

Print name of its officer: _____

****IF APPLICANT IS A LEGAL ENTITY****

Signature: _____

(To Be Filled In By RKCA)

ACTUAL FEES AND CHARGES:

DUE DATE: _____

| | | <u>RECEIVED</u> | <u>CHECK</u> |
|---|-----------------|-----------------|--------------|
| RENTAL FEE | \$ _____ | _____ | _____ |
| GET | \$ _____ | _____ | _____ |
| SECURITY <input type="checkbox"/> YES <input type="checkbox"/> NO | \$ _____ | _____ | _____ |
| TOTAL | \$ _____ | | |

YOUR REQUEST FOR USE OF COMMUNITY CENTER IS HEREBY: **APPROVED** **DISAPPROVED**

REASON FOR DISAPPROVAL: DATE OR TIME REQUESTED NOT AVAILABLE
 OTHER: _____

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AUTHORIZED SIGNATURE _____
DATE