

# Hawaiian Acres Community Association (HACA)

## Single Use Building Rental Application

Revised December 10, 2019

### **RENTAL TERMS AND CONDITIONS:**

The applicant does hereby apply to rent the meeting room in the Hawaiian Acres Community Association building, located at the corner of 8 and C Roads. The office may be open for HACA business during rental periods. The door on the C Road side of the building will remain unlocked during established HACA office hours to allow access for walk-ins. Additionally, office staff and/or board members may enter the lobby area during rental periods for HACA business outside of office hours.

Taking possession of the premises by the applicant shall constitute acknowledgement that such premises are in good condition. Applicant shall ensure that premises are left in good condition at the end of each event for the duration of this contract. No literature or equipment will be stored within the HACA building without prior HACA board approval.

#### **RENTAL FEES FOR HACA MEMBERS:**

\$5 per EVENT, up to 3 hours. For non-sponsored by HACA, events. It must be open and FREE to the community.

\$5 per HOUR for private rentals including classes, workshops, parties, dinners, meetings, demonstrations, etc...Includes use of kitchen.

#### **RENTAL FEES FOR NON-HACA MEMBERS:**

\$10 per hour.

ONLY current HACA members are eligible to rent the building for the reduced rate. If you are a Hawaiian Acres property owner, but not a current HACA member, you may become a member by paying the \$30 annual membership fee in advance of event to get reduced rate.

APPLICANT shall use the building for private purposes only, and shall not operate or permit to be operated, any concession or profit-making enterprise involving admission or the sale of any food, drink, merchandise or articles of commodity to a guest or to the public (except under written permission by the HACA board).

RENTAL FEE AND REFUNDABLE \$25 DEPOSIT are payable to HACA upon acceptance of the application. Deposit required for 1 time event as a cleaning and security deposit for those renters unknown to the HACA board. regular renters are required to pay rental fees one month in advance on the 1<sup>st</sup> of month. The HACA board reserves the right to charge a cleaning deposit if necessary

RENTAL also covers the use of tables and chairs within the building, shared use of the bathrooms and grounds. Tables and chairs will not be removed from the premises.

SET UP and CLEAN UP times will be included in the rental period. 15 min up to ½ hour before event and after event is included to allow transition for other renters. Set up and clean up times are complimentary.

OPENING AND CLOSING: A checklist providing opening and closing instructions will be given at the time of contract signature.

DAMAGES: The applicant assumes responsibility for all damages to the building, equipment, and any damage or loss to personal possessions. Should any damage occur causing a lack of security, the applicant shall notify a HACA board member. Applicant shall be responsible for the cost of repairing any HACA property damaged during use or is missing at the end of use during the rental period up to and beyond the amount of the deposit.

WATER is from catchment and is considered non-potable.

SIGNS/DECORATIONS: Do not use nails, staples or thumbtacks to hang signs or decorations on building or interior walls. Advertising, signs, banners, etc must be removed daily.

CLEANUP: After the event, applicant must provide bags to remove any trash from the meeting room and kitchen (if applicable) along with rubbish deposited by event participants in shared-use areas (outside grounds, bathrooms). Areas used within the building shall be swept clean. Kitchen counters, if used, shall be wiped and food/drinks brought in shall be removed from the refrigerator

SMOKING: No smoking is allowed in the building or within 10 feet of doors and windows outside.

CURFEW: Curfew for building use is from 11PM to 7AM. After 9PM no loud noise or music allowed.

SECURITY: The building must never be left unattended when not locked. The applicant shall be present at the premises while the facility is in use.

HOLDOVERS: In the event the applicant and/or guests fail to terminate their activities within the rental period, additional hourly fees will be charged.

INDEMNIFICATION: The Hawaiian Acres Communication Association will not be held liable for any personal injuries, damage or loss of property occurring on the premises or surrounding area.

INSURANCE: HACA may require that the applicant obtain insurance against liability for bodily injury and property damage, in amount not less than \$1 million, to assist the applicant in indemnifying HACA as mentioned in the preceding paragraph. This policy shall insure both the applicant and HACA. If insurance is required, a copy of the policy shall be submitted to HACA at least 7 days in advance of the rental

Such insurance shall be required YES (-----) NO (-----).

NON-PAYMENT of fees in advance will result in cancellation of this application

PRINTED NAME OF HACA MEMBER: \_\_\_\_\_

PHONE: \_\_\_\_\_

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Street Address/PO Box

City

State/Zip Code

Number of persons expected to participate in activity/hourly rate

Description of activities: \_\_\_\_\_

Dates and hours of rental: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

I have read the above terms and conditions and I am willing to pay the necessary fees and charges and agree to abide by all terms and conditions listed above and subject to the HACA board approval.

Applicant's  
signature: \_\_\_\_\_

TOTAL RENTAL FEE: \_\_\_\_\_

Deposit Paid (if applicable) \_\_\_\_\_ FEE Paid: \_\_\_\_\_ Date Received \_\_\_\_\_

Check: \_\_\_\_\_ Cash: \_\_\_\_\_

