



*“The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community.”*

## ORGANIZATION/COMMUNITY MEETINGS

*Thank you for your interest in using our facilities. Please return completed form to WCA Office: 66-434 Kamehameha Hwy, Haleiwa, HI 96712. Our phone/fax is (808) 637-4606. Email: wca96712@hawaii.rr.com*

### Section 1 – Applicant

Organization/Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Best Contact Phone: \_\_\_\_\_ Alt Ph: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

### Section 2 – Use of Facilities

Facility Requested: Gym \_\_\_\_\_ Cottage \_\_\_\_\_ Club Room \_\_\_\_\_  
 Date Requested: \_\_\_\_\_ Time requested: \_\_\_\_\_ AM /PM to \_\_\_\_\_ AM /PM  
 Have you used the WCA facilities in the past? \_\_\_\_\_  
 What is the purpose for your meeting?: \_\_\_\_\_  
 \_\_\_\_\_

### Section 3 – Payment

Gym	\$30.00 hourly
Club Room	\$25.00 hourly
Lawn	\$27.00 hourly
Cottages	\$30.00 hourly
Parking Lot (Car Washes)	\$85.00 flat (7am-3pm)

There will be a \$25.00 return check fee on any payment returned for non-sufficient funds.

\_\_\_\_\_  
 Signature of Authorized Person

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

### Section 4 – Fees (Subject to change without warning)

The term "Renter" used herein will in all cases mean the person or entity indicated by the signature on this contract. If the entity is not a partnership, joint venture, for profit or non-profit organization duly organized and registered with the Department of Commerce and Consumer Affairs, State of Hawaii, the term will also include the specific individual or individuals executing this agreement and in such cases no attempted limited endorsement will be effective.



*“The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community.”*

**Section 5 – Terms and Conditions**

In this section are laid out all terms and conditions for use of the WCA facilities. There will be no exceptions to these rules and the rules will be strictly enforced.

Time available for use: the time allowed to use the facilities on the reserved date by the “Renter” will be from 6:00am to 9:30pm. Clean up must be completed by 10:00pm that same evening, and all persons must be off the premises by 10:30pm.

All reservations and agreements are made and subject to the rules and regulations of the Waiialua Community Association and the following conditions of the Terms of this contract (initial next to each statement):

- \_\_\_1. **Absolutely no Alcoholic Beverages allowed.**
- \_\_\_2. Maximum occupancy of the gym is 299 people.

**Responsibility and Liability**

Renter will assume full responsibility/liability for any injury to any and all persons whether they are their agents, employees, guests at the event, or public in general arising out of the use, occupancy of the WCA that is caused by the Renter, his/her agents, employees, guests, licensees, or invitees. The Renter will indemnify, defend, hold and save the WCA harmless from and against any loss.

\_\_\_\_\_  
Signatures of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**For WCA Office Use Only**

Deposit Rec'd on (date): \_\_\_\_\_ N/A \_\_\_\_\_ Receipt#: \_\_\_\_\_ N/A \_\_\_\_\_

Balance Owed: \$ \_\_\_\_\_ Balance Paid Date: \_\_\_\_\_ Receipt#: \_\_\_\_\_

Facilities Clean: \_\_\_\_\_ Any damages: \_\_\_\_\_

Final Approval by (Exec Comm.): \_\_\_\_\_ Date: \_\_\_\_\_