"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."

2026

FACILITY USE APPLICATION (Form not for Parties/Concerts/Events)
One Time Kitchen Use

Thank you for your interest in using our facilities. Please return completed form to WCA Office: 66-434 Kamehameha Hwy, Haleiwa, HI 96712. Phone:(808) 637-4606. Email: wca66434@gmail.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_____ Atherton Room _____ Lawn _____ Kitchen (1x Use) _____

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/event?: _____

_____

Section 3 – Fees (Subject to change without warning)
Only Checks, Money Orders, or QR Code, No Cash

☐	Gym	$75.00 hourly
☐	Atherton Room	$35.00 hourly
☐	Kitchen (one time hourly use)	$ 25.00 hourly
☐	Lawn	$75.00 hourly
☐	Cottage #2	$35.00 hourly
☐	Parking Lot (Car Washes)	7:00 am – 3:00 pm (Check Office for Current Rate)

You can pay by QR Code if a date has been verified as open with office. Payment without verification of open date will not hold the date for you. Be sure to note what it is for.

There will be a $35.00 return check fee on any payment returned for non-sufficient funds
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Revised October 2025

Section 4 – 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.

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.

A Community Event is a not for profit generating event open to the public without an entry fee and does not involve the sale of commercial items. It can, however, be used to educate the public on items that may benefit individuals and/or the community. The WCA premises cannot be used as a venue for commercial enterprises. Please answer the following:

_____ 1. Will the public be charged a fee for entering the event? If yes how much? _____

_____ 2. Will the event be used to generate commercial/personal income?

Time available for use: Check with office manager for availability of time and day desired. Renter will be allowed one hour prior to event to set-up. If a longer time is required, please check with the office manager. Renter will be allowed one hour after event for clean-up. Evening events must be completed by 10:00 pm that same evening, and all persons must be off the premises by 11:00 pm. Kitchen users must assure that kitchen is left clean. Nothing is to be left in the refrigerator. A $30.00 fee will be charged if kitchen has not been cleaned. Before stove can be used, our maintenance staff must show individual responsible on proper use of stove.

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

____1. **Absolutely no Alcoholic Beverages allowed without Event Insurance that includes use of alcohol. No glass beer bottles or glass drinking ware.**

_____2. Maximum occupancy of the gym is 299 people

____3. Lawn users are to take care not to damage lawn or plants

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

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For WCA Office Use Only						
Rental (Full Amt.)						
Payment Received:		☐ Full ☐ Deposit		Date:		Receipt #
Balance Due		Paid on:			Receipt #	
Facilities Clean						
Any Damages						
Final Approval by Exec. Comm.					Date:	