

FEES AND PAYMENT:

The Y accepts cash, checks and credit cards. Make checks payable to: **The Island of Hawaii YMCA**. On the Memo Line, please write **Group Name and Event Date**. Return the Application to: The Island of Hawaii YMCA 300 W. Lanikaula Street Hilo, HI 96720. Call the Y at 935-3721.

The DEPOSIT FEE payment is required with the YMCA Rental Facility Agreement Application Form and needs to be submitted to the YMCA Business Office. The DEPOSIT ONLY holds the requested date. Upon receipt of the RENTAL FEE request date will be TENTATIVELY CONFIRMED. FINALLY APPROVE is made by the Y CEO or Staff of Facilities. You will be notified of your facility request. If event is cancelled in time a deposit will be mailed within two (2) weeks of cancellation date. Additional fees will be charged if clean-up and damage cost exceed the deposit fee.

AGREEMENT

This Agreement is between The Island of Hawaii YMCA and User Group Name and its' Adult Responsible User who's signature is affix to this Agreement.

This agreement is to assure that the group using the YMCA's facilities understands the conditions under which use of the requested facility is granted.

GENERAL:

YMCA PRIORITY: All YMCA programs have first priority to use the Y facilities. It is the YMCA's policy to make its facilities available to groups in this order: 1st to youth groups whose purpose and goals are similar to the Y; 2nd to non-profit organizations supportive of the Y purpose and 3rd to profit organizations and businesses. Groups using the Y to raise funds, host political activities or host activities contrary to the Y's purpose must be approved by the YMCA CEO.

USE OF THE YMCA'S NAME: Use of the YMCA's facilities does not imply endorsement or sponsorship of the event or the group by the YMCA. Publicity shall be designed in such a way that no suggestion of endorsement or sponsorship is implied. Such statement may include but not limited to: "_____ (Group name) ... held at the YMCA..." All publicity and public announcement of the YMCA should be reviewed by the YMCA CEO.

LIABILITY INSURANCE: The group user must have Liability Rider on their homeowners insurance. (Most homeowner policies have this.)

BANQUET RENTAL USE INCLUDES: The Waiakea Banquet Hall can accommodate up to 250 persons depending on room set-up, use of open air court yard, conference room (upon request) electric wall fans, folding tables, chairs, stage platform, room sound system without microphone, restrooms, parking and lawn area.

CERTIFIED KITCHEN: Banquet requests may or may not request the use of the YMCA certified approved kitchen for cooking or warming of food. Food Carting service is available upon request.

WALK THROUGH: A required "walk through" of the facility must be arranged with YMCA staff no less than one (1) month prior to date of event.

CONDUCT OF PARTY & GUESTS: Each group shall provide a person 25 years of age or older who is responsible for the enforcement of the standards of conduct defined herein. The YMCA reserves the right to have a staff attend the event at any time during the rental request. Any type of violence with party and/or guests, the Adult Responsible User or designate must immediately call 911 and the YMCA staff.

NON-ALCOHOL/SMOKE FREE/DRUG FREE YMCA: NO ALCOHOL BEVERAGES, SMOKING and illegal drugs are allowed onto the YMCA property including vehicles on its parking lot. DEPOSIT WILL NOT BE REFUNDED IF ALCOHOL CONTAINERS and/or CIGARETTE BUTTS ARE FOUND ON THE YMCA PROPERTY

DECORATIONS: **NO** staples, nails, hooks or similar devices will be used to secure decorations of any type. Tape of any type must be completely removed from all surfaces. **NO** spray crazy string or throwing any type of glitter.

FITNESS CENTER: The Group User must understand that party and guests are **NOT PERMITTED** to use any and all fitness equipment. A \$500 charge will be added to your bill if such is used. Security cameras are monitored 24 hours a day and will be monitored during your event.

NOISE LEVEL: If a sound system is used the Responsible Adult User will monitor the sound level and if the event is at night, will reduce sound level at **10:00 PM** to avoid complaints from nearby residents and police checks.

CLEAN-UP: The group is responsible for the set-up and cleanup of all tables, chairs, decorations, and the debris on the floor. The hall, kitchen floors, restrooms and surrounding areas must be swept and mopped, wall fans turned off and returned to the same condition as when it was taken. The group understands that they are responsible for the cleanup of debris on the grounds including lower and upper parking lots and back gravel parking lot. Filled trash bags must be deposited in trash container located on the upper parking lot. However, for groups of more than one hundred (100) guests, the group must on their own remove the trash off the YMCA property. The YMCA's trash container cannot accommodate a large load of trash.

CURFEW: For the benefit of the surrounding neighbors, clean up must start at 10:00 PM. Party and guest must be off the property at 11:00 PM. If the YMCA needs to clean up after the event an additional \$100.00 will be added to your bill.

ANIMALS: Only authorized service dogs are allowed on the Y property.

Questions? Contact the YMCA at 935-3721



The Island of Hawaii YMCA

300 W. Lanikaula Street

Hilo, Hawaii 96720



KITCHEN RENTALS

Due to the new Department of Health Food Service Rules, we request Kitchen Rental food handlers for your event observe the following health rules to protect you, your guests and others from Food-borne Illness.

- ANYONE SICK-Diarrhea, Vomiting, Jaundice, Sore throat with fever, infected cuts or wounds is not allowed in the kitchen.
- WASH HANDS ESPECIALLY AFTER USING THE RESTROOM.
- WEAR GLOVES WHEN HANDLING FOOD
- FOOD MUST COME FROM AN APPROVED SOURCE – KTA, SUISAN, KULANA, ETC.
- USE 3 COMPARTMENT SINKS – WASH->RINSE->DRY
- COOKING TEMPERATURES DEGREES F:
 - Eggs & Pork: 145 F
 - Ground Beef: 155 F
 - Poultry: 165 F
- KEEP FOOD PREP SURFACES CLEAN & SANITIZED
- DO NOT KEEP FOOD OUT FOR MORE THAN 4 HOURS

Thank You.

(For more information visit: <http://health.hawaii.gov/san/>)