



# ISLAND OF HAWAII YMCA

## Facility Rental Application & Agreement

[Islandofhawaiiymca.org](http://Islandofhawaiiymca.org) | 808.935.3721 |



**Aloha and Welcome to the Island of Hawaii YMCA!**

We are pleased to introduce to you our programs, services and benefits that are available to you with our General YMCA Membership. Our membership is open to community and with a one-time \$50.00 membership fee, you'll officially become a member of our YMCA 'Ohana and enjoy all the programs, services and benefits we have to offer.

The Island of Hawaii YMCA is focused on supporting and encouraging youth development, healthy living and social responsibility. We share five (5) common core values along with other YMCA organizations nationwide which includes:

1. Caring
2. Honesty
3. Respect
4. Inclusion
5. Responsibility

One of the benefits of being a Member of the YMCA is having the opportunity to rent and utilize our banquet hall and certified kitchen. Enclosed is a packet of our facility rental application, agreement and other required cleaning practices that we have adopted to keep our facilities safe and clean. Please review and complete the rental application and agreement. You may turn submitted the complete packet to our office for further processing. If you are currently not a YMCA member, a Membership Application will need to be completed with your rental application.

Please note, we have strict alcohol, drug and tobacco policy and these activities are prohibited from being used or distributed on our Island of Hawaii YMCA property.

Mahalo,

Wendy S. Botelho-Cortez, CEO

Island of Hawaii YMCA

# Hawaii Island YMCA

## Facility Rental Application & Agreement

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Event Date: \_\_\_\_\_ Event start time.: \_\_\_\_\_ Event End time: \_\_\_\_\_  
(curfew 10:00pm)

Purpose for Rental: \_\_\_\_\_

Is the event for a business/organization? ☐ YES ☐ NO  
If yes, please list the name \_\_\_\_\_

Number of expected Guest(s) \_\_\_\_\_

(Maximum Occupancy for banquet hall is 120 persons and an additional (30) persons can be accommodated in the open tent area)

### Facility Service and Fee Schedule

☐ Banquet Hall & Kitchen (includes tables/chairs and applicant will be responsible for set up)

**Deposit** \$200.00 ☐ **Full day rental** \$750.00 (6am-10pm) ☐ **Minimum** \$550.00 (8 hrs.)

☐ Banquet Hall Only (includes tables/chairs and applicant will be responsible for set up)

**Deposit** \$200.00 ☐ **Full day rental** (up to 8 hrs.) \$350.00 ☐ \$25.00 per hour

☐ Kitchen Only

**Deposit** \$200 ☐ **Full day rental** (up to 8 hrs) \$250.00 ☐ \$25.00 per hour

☐ Lehua Conference Room

**Deposit** \$50.00 ☐ **Full day rental** (up to 8 hrs.) \$200.00 ☐ \$25.00 per hour

☐ Wastewater Disposal \$20.00 per hour

## General Rules

### Initials

- \_\_\_\_\_ **Animals:** Only authorized animals are allowed on the property of Island of Hawaii YMCA.
  
- \_\_\_\_\_ **Alcohol, Drugs, Tobacco:** Alcohol and drugs of any kind are NOT allowed on Island of Hawaii YMCA property. We ask that you do not promote any host, non-host bars or BYOB of alcohol on your invitations, fliers, social media marketing/advertising. Island of Hawaii YMCA also a non-smoking property. Please ensure that your guests are aware of our property rules and respect it all times. Your deposit will not be refunded to you, should we find evidence of alcohol, drugs or tobacco on the property.
  
- \_\_\_\_\_ **Banquet Hall:** The banquet hall can accommodate up to 120 persons depending on the room set-up. The open- tented area is available for use and can accommodate up to 30 persons. Island of Hawaii YMCA will not be responsible for the set-up and break-down of the tables/chairs. The banquet hall stage and electric wall fans are available for use, as well as parking and lawn area. Audio or sound equipment is not available for use.
  
- \_\_\_\_\_ **Certified Kitchen:** If the use of our certified kitchen service is to prepare and/or cook for commercial or fundraising purposes, you must schedule and work with the State of Hawaii Department of Health in obtaining the State of Hawaii Department of Health-Food Safety Program Green inspection placard. Hawaii Administrative Rules Section 11-50-9 (b). We also request Kitchen rental food handlers for your event to observe the Kitchen Guidelines posted in our certification and enclosed with our agreement.
  
- \_\_\_\_\_ **Clean-up:** The applicant is responsible for the set-up or clean up of the rented facility which includes the tables, chairs, decorations and debris. Utilize the clean-up checklist to ensure all items on the checklist are completed and the hall and/or kitchen is returned to the same condition as it was prior to the event. Cleaning supplies will not be supplied by Island of Hawaii YMCA. The upper, lower and back gravel parking is also an area of responsibility of the applicant to clean and ensure that all debris are removed. Filled trash bags must be placed in the trash container located on the upper parking lot. For events with more than 100 guests, the trash must be removed and discarded off from the Island of Hawaii YMCA property and is the responsibility of the applicant. Our trash container is not able to accommodate a large load of trash. Please see clean up checklist given to you upon the walk-through visit.
  
- \_\_\_\_\_ **Curfew:** All guests must be off the Island of Hawaii YMCA property by 10:00pm.
  
- \_\_\_\_\_ **Decorations:** No staples, nails, hooks, command strips or similar materials can secure decorations of any type. Tape of any use must be completely removed from all surfaces. Please refrain from using pop-up strings, confetti or glitter.
  
- \_\_\_\_\_ **Event Liability Insurance:** Event liability insurance may help cover expenses if you are found responsible for property damage or an injury caused during your celebration. Event liability insurance may help pay to repair damage to the venue or cover a guest's medical bills if you are found at fault. Seek for insurance options with insurance companies. Provide Island of Hawaii YMCA with your event liability insurance letter/certificate by the time of the walk-through appointment (no later than 15 business days of the event). Please report any damages or incidents to management.
  
- \_\_\_\_\_ **Fitness Center:** The applicant and its guest are NOT permitted to use the fitness equipment. A \$500 charge will be added to your bill if the fitness equipment is used. Security cameras are monitored 24 hours a day and will be monitored during your event.
  
- \_\_\_\_\_ **Noise level:** If a sound system is being used, we ask that you monitor the sound level and reduce the sound by 10:00pm to avoid complaints from nearby residents and police checks.
  
- \_\_\_\_\_ **Walk through:** A required walk-through of the facility must be arranged with a YMCA staff no later than (15) business days prior to the event. Please call (808) 935-3721 and ask for the office manager.

## Deposit and Payment Agreement

The collection of the deposit and rental application & agreement reserves the date of the event, final approval will be approved by the Island of Hawaii YMCA management and/or CEO.

The Island of Hawaii YMCA accepts cash, cashiers/bank checks, personal checks and credit/debit cards as forms of payments for deposits and fees. Deposits are collected upon accepting the completed and signed Rental Application & Agreement at least forty-five (45) days prior to the event date.

If submitting a check, cashiers/bank check as a form of payment, please make checks payable to:

The Island of Hawaii YMCA  
300 W. Lanikaula Street  
Hilo HI

Reference: Name or Organization Name and Date of the event

Note: A \$30.00 returned item fee will be collected should the check be returned for any reason.

If paying the deposit/rental fee with a credit/debit card, the cardholder must make the payment in person with a government issued photo ID.

### Cancellation and Deposit Refund:

We ask that you notify the Island of Hawaii YMCA at least fifteen (15) days of the event or sooner. Your deposit will be processed and refunded back to you with 2-3 weeks of the cancellation.

## YMCA Rental Agreement

The undersigned, on the behalf of the individual and/or organization using the YMCA facility, represents that he/she is a representative of the authorized to eventer int this facilities agreement by and bind between the Island of Hawaii YMCA and the said individual and/or organization. In doing so, the undersigned on behalf of the individual and/or organization, agrees as follows:

1. It is agreed that the individual and/or organization will defend, hold harmless, and indemnify the YMCA, Island of Hawaii YMCA against all claims and losses arising in any way out of the use of facilities by the individual and/or organization, any of its guests, members or participants.
2. That the individual and/or organization has read, understands and agrees to comply with the following:
  - a. Facility and Service Fee Schedule
  - b. General Rules
  - c. Deposit and Payment Agreement
  - d. YMCA Rental Agreement

It is understood by individual and/or organization that the use of the facility reservation is not confirmation until payment and the management or CEO approves the agreement.

By signing and submitting this facility rental application and agreement form, the individual and/or organization hereby agrees to the rental agreements set forth. If any of the persons authorized by the individual and/or organization violates conditions set forth in this agreement, the individual and/or organization may be subject to monetary damages.

## Disclaimer and Signature

*I certify that I have read the Facility and Service Fee Schedule, General Rules, Deposit and Payment agreement and YMCA rental agreement. The information that I provided is true and complete to the best of my knowledge.*

*I understand that false or misleading information in my application for the facility rental.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Management Signature : \_\_\_\_\_ Date: \_\_\_\_\_ ☐ Approved ☐ Denied

☐ **Deposit collected** ☐ Attach copy of receipt and/or debit/credit card merchant receipt

Amount \$ \_\_\_\_\_ ☐ Cash ☐ Check / Check # \_\_\_\_\_ ☐ Debit/Credit Card

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☐ **Final Payment** ☐ Attach copy of receipt and/or debit/credit card merchant receipt

Amount \$ \_\_\_\_\_ ☐ Cash ☐ Check / Check # \_\_\_\_\_ ☐ Debit/Credit Card

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

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#### Office Checklist

☐ Schedule Walk-Through appointment and provide cleaning checklist applicant

☐ Collect copy of event liability insurance (attach to application & agreement)

☐ collect final payment

☐ follow- up call within 1-2 business days prior to event

☐ Refund Deposit

☐ yes ☐ no Reason: \_\_\_\_\_

☐ Refund Deposit Information

Date Submitted: \_\_\_\_\_

Refund Check Information: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

#### Comments/Notes Section:

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## **Kitchen & Banquet Hall Facility Cleaning Check List**

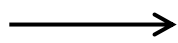
(to be provided to applicant during walk-through appointment)

- ☐ Bring your own cleaning supplies and trash bags.
- ☐ Applicants are responsible to dispose trash in the rented facility Kitchen and/or Banquet hall including the restroom areas, lawn area and upper/lower parking lots.
- ☐ Wipe down tables/chairs and stack items accordingly.
- ☐ Wipe down kitchen counters, sinks and all areas (if renting kitchen)
- ☐ Dispose of any decorations and ensure there is no trash on the floor as well as the interior and exterior areas of the banquet hall, including the stage.
- ☐ Sweep floors and ensure there are no trash, food, or drinks on the floors of banquet hall and/or kitchen
- ☐ Wipe down tables/chairs and stack items accordingly.

### 3 – COMPARTMENT SINK:

## Manual Cleaning & Sanitizing of Food Equipment and Utensils

**WASH**



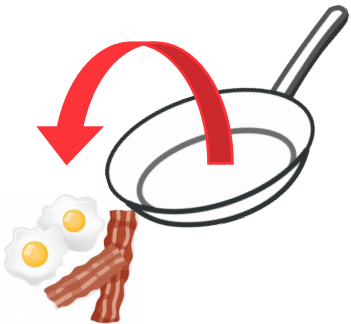
**RINSE**



**SANITIZE**

#### PRE - WASH

Scrape or flush out large food particles before washing.

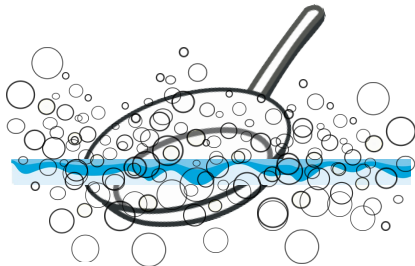


(Sink 1)

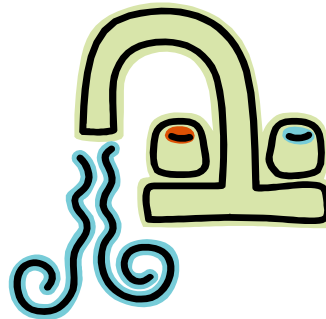
Wash with detergent.

Wash solution temperature  $\geq 110^{\circ}\text{F}$ .

Wash solution kept clean & at proper temperature throughout operation.



(Sink 2)



(Sink 3)

**Chlorine\***

25 - 100 ppm

**Quaternary ammonium\***

200 ppm

**Iodine\***

12.5 - 25 ppm

**Use TEST STRIPS to check concentration.**

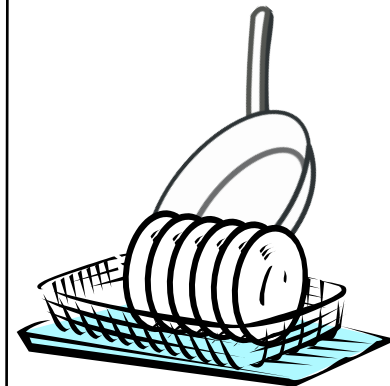


\* Prepare and use sanitizer according to product label.

#### AIR DRY

Do not rinse off sanitizer.

Do not towel dry.





# FAQ

## Why do I need to sanitize utensils or food equipment if I will be using it for cooking?

The heat involved in cooking may not heat all parts of the utensil or food equipment to a temperature that will kill the harmful microorganisms that can cause someone to get sick. Also, the utensil or food equipment may be used for preparing food that does not involve cooking or the application of heat.

## What are the common types of chemical sanitizers to use? What are the advantages & disadvantages of each type?

<u>TYPE OF SANITIZER</u>	<u>ADVANTAGES</u>	<u>DISADVANTAGES</u>
CHLORINE	Relatively inexpensive Kills most microorganisms Does not form film Easy to measure with test strips	Corrodes metal & weakens rubber Breaks down quickly (need to add more chlorine often) Irritant to skin, nose & eyes May leave water spots
QUATERNARY AMMONIUM COMPOUND	Non-corrosive Can be applied as foam for visual control Does not give off strong odor	Relatively expensive Not effective against certain microorganisms Not effective in hard water (high mineral content)
IODINE	Non-corrosive Stable, long shelf-life Kills most organisms including yeast & mold	Expensive May stain plastic and porous materials Not effective at > 120°F

## Why must I check the concentration of the sanitizer with test strips?

The amount of sanitizer added to the water is critical. Too little sanitizer will not be effective and may leave microorganisms on the food equipment that can cause someone to get sick. Too much sanitizer may cause taste/odor problems, toxicity and is a waste of money. During warewashing, test strips must be used to check the strength of the concentration because detergents, organic material, and rinse water can change the concentration of the sanitizer.

# FOOD SAFETY REFERENCE CARD

## PERSONAL HYGIENE

1. No sick employees shall work in kitchen.
2. Handwash sinks must be readily accessible and supplied with running water, soap, and paper towels.
3. Wash hands before starting work, after using restroom, before putting on gloves, when changing tasks, after eating, and whenever hands become contaminated.

## CROSS-CONTAMINATION

1. Wash → rinse → sanitize cutting boards when switching to different foods or use separate cutting boards.
2. Keep wiping towels and utensils clean and sanitized.
3. Store food according to minimum cooking temperatures:  

↓

vegetables / ready-to-eat foods / cooked foods  
seafood  
beef / pork  
chicken and other poultry

↓

(top shelf)(bottom shelf)
4. Store chemicals below and away from foods.
5. Exclude vermin and pests from facility.

## THAWING FOODS

Use an approved thawing method:

1. In the refrigerator
2. Under cold running water in an approved food preparation sink
3. In a microwave oven followed by immediate cooking
4. As part of the cooking process

## HOLDING TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS

Store cold foods at **41°F** or below and hot foods at **135°F** or above. These foods include meats, seafood, eggs, dairy products, cooked rice, cooked beans, cooked pasta, cooked vegetables, tofu, cut melon, sprouts, and garlic in oil.

## MINIMUM COOKING TEMPERATURES (INTERNAL)

145°F = eggs, fish, whole pieces of pork and beef

155°F = ground beef, ground pork

165°F = poultry, stuffed foods, foods reheated for hot-holding, and foods cooked in microwave

## RAPID COOLING OF FOODS

Cool foods 135°F → 70°F within 2 hours, then 70°F → 41°F within 4 hours

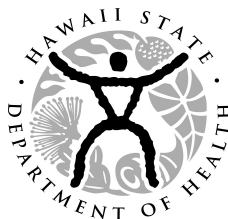
Complete cooling time must not exceed 6 hours.

Use an approved cooling method:

1. Ice bath with frequent stirring
2. Downsize into smaller portions
3. Use shallow pans with food depth 2" or less
4. Use ice paddles
5. Rapid cooling equipment such as a blast chiller

## UTENSIL WASHING

SANITIZER TYPE	DISHWASHER (PPM)	3-COMPARTMENT SINK (PPM)
IODINE	12.5 - 25	12.5 - 25
CHLORINE	50 - 200	50 - 200
QUATERNARY AMMONIA	200	200
HOT WATER	180°F	—



Environmental Health Services Division

FOOD SAFETY BRANCH

Visit us at: <http://health.hawaii.gov/san/>



# PROPER FOOD STORAGE

**Keep Cold Foods at 41°F or Below**

Store cooked and ready-to-eat foods **ABOVE** raw meats, poultry, shell eggs, and seafood. Cover food in storage to protect food from contamination.

Raw foods which require higher cook temperatures must be stored **BELOW** or separately from foods requiring lower cook temperatures to prevent cross-contamination.

Cover or wrap open food before placing on shelf.



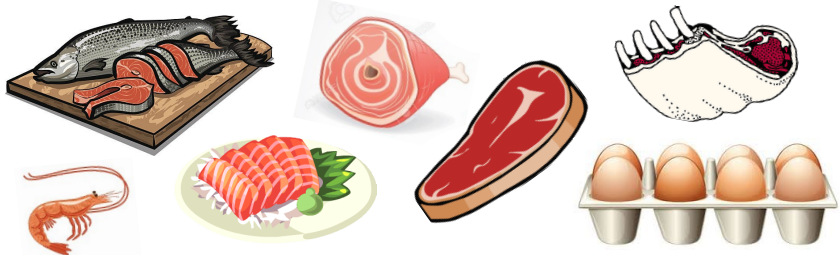
## TOP SHELF

No Cooking  
Necessary



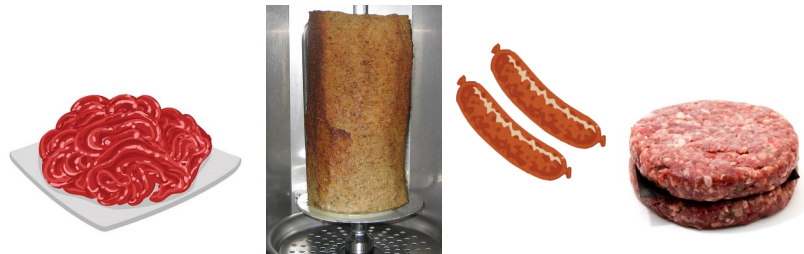
**COOKED and READY-TO-EAT FOODS**

Cooking Temp  
**145°F**



**RAW SEAFOOD, BEEF, PORK, LAMB and SHELL EGGS**

Cooking Temp  
**155°F**



**RAW GROUND BEEF/PORK and GROUND MEATS/FISH**

## BOTTOM SHELF

Cooking Temp  
**165°F**



**RAW POULTRY (CHICKEN, TURKEY, DUCK, ETC) and STUFFED FOODS**

6" }

**Food must be stored at least 6 inches off the floor in walk in refrigerators.**

If you have additional questions, please contact your local Sanitation Branch office:

Oahu (808)586-8000 • Hilo (808)933-0917 • Kona (808)322-1507 • Maui (808)984-8230 • Kauai (808)241-3323