



810 N. Vineyard Boulevard, Honolulu, HI 96817 • P: 808-845-3945 • F: 808-847-2873

Recreation Application

Application date: _____ Desired month/year: _____ Application #: _____

Group/Organization: _____ Renter/Responsible Party: _____

Address: _____

Phone: (w) _____ (h) _____ (c) _____

Email: _____ Type of function: _____

No. of people: _____ Group's objective: _____

Rental Information (if dates are in more than one calendar month, an application must be completed for each month)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date(s)							
Area Desired							
Start Time							
End Time							
Total Hours							

FOR OFFICE USE ONLY: Facility Desired (circle one):

Small Court Large Court Both Courts Gym Lanai Multipurpose Room Pool Field Parking Lot

	Amount Due	Amount Paid	Date	Cash/Check	Receipt #
Reservation/Damage/ Cleaning Deposit					
Hourly Rate					
Sub Total (x ___ hrs)					
State Tax					
Total Charges					
Balance Due					
FULL PAYMENT DUE:					
Open Time:	Clean Up Time:		Vacate Time:		

Signature	Approved Date	Denied Date and Reason	Cancelled Date and Reason
Department Manager			
Recreation Director			
Support Services			
Executive Director			

Recreation Application

Excused Non-Performance: if for any reason beyond its control, including but not limited to acts of God, adverse weather conditions, enemy, or government action, civil commotion, fire or other casualty, or other conditions that cause Palama Settlement to cancel its obligations under this agreement, such non-performance is excused and this agreement may be terminated/excused without further liability of any nature, upon return of the Renter's deposit. **The Renter may reschedule the function for a date mutually agreeable.**

GENERAL RULES:

Grounds/Property/Facility:

Initial Here

- _____ Renter has received the Facility Rental Rates and Information form.
- _____ Renter must sign RELEASE, DISCHARGE, AND INDEMNITY #1 for use of premises only. The function will be held only in the designated area.
- _____ All children under the age of 8-years-old need to be accompanied by an adult.
- _____ Any breakage, damage, or loss will be reported immediately to the staff on duty.
- _____ Building and facility must be left clean. All furniture and equipment will be returned to the original location/ position(s).
- _____ No pets or livestock are allowed on property at any time.

Parking:

- _____ Allowed only in designated areas, established parking areas, and behind gymnasium.
- _____ NO parking along red curbs.
- _____ NO parking and NO driving on the field or grass without prior approval.
- _____ NO loitering in parking lot or other areas.

Conduct and Property:

- _____ Person(s) engaging in disorderly or unruly conduct shall be subject to removal from the Palama Settlement property. If necessary, police will be called to remove the person(s) from the premises.
- _____ NO drug possession or use on property at any time.
- _____ NO alcoholic beverage consumption or possession is allowed.
- _____ NO food or drinks allowed in the gym. NO cooking or grilling allowed by renters.
- _____ Certain prepackaged concession foods and non-alcoholic beverages will be allowed for sale with prior approval. A Temporary Food Permit is required. Indemnity #2 must be signed.

I have read and accept all information published on Page 1 and 2 of this *Recreation Application Form*.

Printed name: _____ Title: _____

Signature: _____ Date: _____

Signature of Responsible Party