



**Discovery Harbour
Community Association**

PO Box 651 ◊ Na'alehu, Hawaii 96772-0651
(808)929-9576 ◊ Fax (808)939-9046
e-mail: dhca@discoveryharbour.net
www.discoveryharbour.net

Aloha,

We are in receipt of your request for the usage of the Discovery Harbour Assembly Hall.

The office will be forwarding your request to the Board of Directors for approval. We will contact you as soon as we hear the result.

The primary purpose of the facility is for the use of the Discovery Harbour Community, such as scheduled Social Events. At times you may be asked to cancel your event if there is a conflict.

Thank you / Mahalo



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Name: _____ Date: _____

Lot#: _____ Phone: _____ Email: _____

Signature:

Member

Non-Member

Date and Time of Event

\$5 Key Deposit

YES

NO

Description of event:



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Purpose:

To establish rules to govern the use of Discovery Harbour Community Association (DHCA) facilities.

Facilities in this case means all the things that the Association owns including but not limited to, the fire station, Assembly Hall, stoves, refrigerators, heaters, tables and chairs, dishes, silverware and serving items, coffeemaker, roasters, pots and pans, TV & VCR, playfield and other equipment that the Association may purchase in the future.

Rules for the Use of the Facilities:

- A. The primary purpose of the facilities is for the use thereof by and for the Members of the Discovery Harbour Community Association to promote free community activities. "Community" being that of Discovery Harbour Subdivision. Use of the facilities is preferential to Association Members in good standing.
- B. The facilities may be used by non-members who provide instruction or promote free activities for the benefit of the Community. Members may not use these facilities for non-members in their name.
- C. The facilities may be rented by members or non-members for commercial use or for private parties only upon the approval of the Board. Rules governing alcohol use must be strictly adhered to.
- D. Anyone utilizing these facilities will be responsible for all fixtures, equipment, and clean-up of the buildings and grounds. The deposits found below under "Fees" are refundable only if the facilities are left in good and clean condition, all trash is removed, all equipment is cleaned and stored, and existing supplies replaced within twenty-four-(24) hours. Good and clean conditions includes sweeping and mopping floors, washing and putting away all dishes, and replacing tables and chairs as found. A checklist is attached and the facility must be reviewed by a DHCA representative prior to return of the deposit check.
- E. Alcohol may not be served or sold at any event unless the party renting the facilities provide the Association with a Certificate of Insurance evidencing liquor liability coverage in effect and extending their policy protection to name Discovery Harbour Community Association as additional insured.

Fees:

- A. No charge for non-profit and other non-commercial activities for Discovery Harbour members in a group activity, for meetings or recognized civic organizations, or for fund raising activities.
- B. \$75.00 for other activities offered or promoted by Association members, plus a \$150.00 deposit for replacement of supplies used, any required cleaning, and trash removal.

- C. \$150.00 for the first 24 hours for non-members and \$10.00 for each additional day for the same function, plus a \$150.00 deposit for replacement of supplies used, any required cleaning, and trash removal.
- D. All users are charged a \$25.00 deposit for a key to the Assembly Hall. The deposit will be returned upon receipt of the key to the office. If the key is not returned in a timely manner, then the deposit will be forfeited. CHECKS RETURNED UNPAID ARE SUBJECT TO A \$25.00 SERVICE CHARGE.

Use of Chairs, Tables and Tent

Chairs: Chairs may be rented for the personal use of Discovery Harbour members. Members are not to rent chairs for non-members in their name. There will be a daily use fee of 25 cents per chair plus \$8.00 per chair replacement fee if lost or broken. Requests should be in writing to the office 48 hours before needed.

Tables: Tables will not be removed from the premises at any time.

Tent: The tent may be used for outdoor seating for an additional \$75.00 rental fee.

Board Discretion: The Board of Directors may make exceptions to the above listed policies where civic responsibility or mutually beneficial proposals offer valid reasons for making exceptions to these rules.

I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE CONDITIONS:

Function: _____ Approximate number of guests: _____

Date of Event: _____ Time: from _____ to _____

Name: _____ Date: _____

Lot #: _____ Phone #: _____

Signature: _____

Member _____

Non-Member _____



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CLASS ATTENDEE RELEASE LIABILITY FORM

The class you are agreeing to participate in is a non-profit volunteer program open to the public.

Members should be advised to seek medical advice if they have any conditions that might be aggravated by this activity, or have any doubt of their ability to remain within safe limits of physical challenge.

Your signature below attests to the fact that you release and hold harmless the Discovery Harbour Community Association, its officers and the person who is offering the class from any and all liability or causes of action resulting from the participation in class.

_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
_____ Signature	_____ Print Name	_____ Date
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