



95 MAHALANI STREET WAILUKU, HAWAII 96793-9973

Business Number: (808) 244-5546

Website: <http://jwaltercameroncenter.org>

Email: info@jwcameroncenter.org

2023 MEETING FACILITIES INTRODUCTION

<http://jwaltercameroncenter.org/services/meetingspace>

Aloha and welcome to the J. Walter Cameron Center. If this is your first visit to the Center, we hope that your experience here will be comfortable, welcoming and enjoyable. If you are a returning user of the facility, welcome back and thank you for continued support.

For a brief overview of what Cameron Center’s meeting facilities offer, below is a quick description. The meeting facilities consist of three separate meeting rooms. In addition, we offer ample parking, free WIFI, clean restrooms, electronic equipment to aid in your presentation; i.e. projector, laptop, projector screen, easels, etc. The J. Walter Cameron Center meeting facilities are open on a “first-come, first-serve basis” to all individuals, organizations and businesses, except:

- 1) Political organizations and/or individuals conducting political meetings or campaigns.
- 2) Religious organizations and/or individuals conducting religious meetings, retreats, etc....

CONFERENCE ROOM 1 or 2	The “TWINS” – as in IDENTICAL. Both meeting spaces are able to accommodate twenty (20) people in a classroom setting. The great thing about these two spaces, is that it is flexible enough to accommodate up to twenty (20) people comfortably. To all Event Facilitators, Speakers Trainers, Life-Coaches, etc. who incorporate “ <i>break-out-sessions</i> ” into their training repertoire, the TWINS would be the ideal space for you. <i>For a quick viewing of this space, please visit our website.</i>
AUDITORIUM	This room is equipped to accommodate eighty (80) people, in a “theater style” setting. It is also outfitted with a PA / Surround sound system, five (5) 6-ft. long tables. An attached full-size kitchen will be available to use upon request (minimal fee applicable). <i>For a quick viewing of this space, please visit our website.</i>
KAHĀLĀWAI	The Cameron Center Outdoor Courtyard is equipped to accommodate one-hundred (100) people with a large tent or one-hundred fifty (150) people without a tent. The courtyard is 6,000 sq. ft. and includes a 16 ft. x 18 ft. stage. An electrical outlet is available for power if needed. Clients may rent the venue all day from 8 AM to 8 PM. The Cameron Center does not provide any tents. However, we do rent out tables and chairs (<i>see Page 8</i>). The client may bring their own equipment or locate other rental vendors in town if necessary. <i>For a quick viewing of this space, please visit our website.</i>

Thank you for choosing J. Walter Cameron Center’s meeting facilities for your event’s venue. We hope that you have an enjoyable experience and we look forward to assisting you with your entire event planning needs

César E. Gaxiola

Executive Director

Effective: 01 JAN 2023

2023 Policies & Procedures for Use of J. Walter Cameron Center Meeting Facilities

ARTICLE I: 2023 User Fees

MEETING ROOM	NON-PROFIT RATES	BUSINESS RATES
Conf. Room 1 or 2 (incl. 6 tables, 20 chairs)	\$65.00 per session	\$120.00 per session + GET
Auditorium (incl. 8 tables, 80 chairs)	\$100.00 per session	\$150.00 per session + GET
‘EKOLU’ (auditorium + Conf. Rm 1 & 2)	\$200.00 per session	\$350.00 per session + GET
Kahālāwai Cameron Center Outdoor Courtyard (6,000 sq. ft.) (incl. 16ft. x 18ft. stage & electrical)	\$490.00 (daily)	\$690.00 (daily) + GET

ARTICLE II: Sessions

A) When scheduling your reservation, both start & end times **MUST include set-up & clean-up.**

Session #1	8:00 AM – 12:00 Noon
Session #2	12:30 Noon – 4:30 PM
Session #3	5:00 PM – 9:00 PM

ARTICLE III: 2023 Maintenance & Utility Fees

- A) PAYMENT MUST be received prior to the meeting day.
- B) Commercial Business Enterprises shall be assessed a User fee.
- C) All waste must be removed from the meeting room(s) and discarded in the general refuse bins. Trash liners are provided. *(please see a staff member for orientation)*
- D) Tables & chairs must be reconfigured to its’ original setting prior to the reserved end time. For your reference, a placard of the room’s configuration is posted on the wall of the entryway- **ARTICLE IV: NOTICE OF CANCELLATION OR RESCHEDULES**

Effective: 1 JAN 2023

ARTICLE IV: Notice of Cancellations and Reschedules

- A) **CANCELLATIONS** and/or **RESCHEDULES** will be accepted up to seventy-two (72) hours preceding use. **FAILURE to meet the 72-hour notification will result in the assessment of CANCELLATION Maintenance and Utility and User fees.** if applicable.

Initial _____

ARTICLE V: Authorized Entry

- A) Authorized User shall pick up meeting/restroom key at the J. Walter Cameron Center office during business hours between 8:00AM and 4:00PM, Monday through Friday (except on weekends, federal & state holidays).
- B) On all reservations **scheduled** during weekends and/or observed holidays, the Authorized User is required to pick up meeting/restroom key at the J. Walter Cameron Center office on the last business day prior to the weekend or observed holiday.
- C) Key must be returned and signed back-in at the J. Walter Cameron Center office or placed in the designated drop-box **no later than** 9:00AM of the following day of the User's reservation. Failure to return key could result in administrative suspension of future reservations from three – six months and/or... **refer to next item "D"**.
- D) Unreturned, Lost or Stolen key shall result in applicable fees in accordance to J. Walter Cameron Center's locksmith contractor's current rates to rekey each entry (total of 9 doors), and replace lock-box copies (total of 6 keys).

ARTICLE VI: 2023 Required Documents

- A) **Certificate of Liability Insurance (COL):** User must instruct their Insurance Carrier to submit directly to Cameron Center a current COL naming J. Walter Cameron Center as additional insured.

- 1) Verbiage must reflect item a) & b) listed below: **Note: Located on your Certificate of Liability Insurance** is...

a) **Description of Operations:** J. Walter Cameron Center its' Officers, Employees and Agents are additional insured respecting to _____ (Event / Seminar Name) on _____ (Date).

b) **Certificate Holder:** J. Walter Cameron Center
95 Mahalani Street
Wailuku, Hawai'i 96793

c) **Insurance Limits**

Each Occurrence	1,000,000
Damage to Rented Premises (Each occurrence)	100,000
MED EXP (Any one person)	5,000
Personal Adv Injury	1,000,000
General Aggregate	1,000,000
Products-Comp/OP AGG	1,000,000

- B) **IRS notice of established 501 (c) 3:** (only if User is qualified)

***User must furnish proof of nonprofit status in the form of...**

- 1) a copy of the organization's 501 (c) 3 tax exempt determination from the Internal Revenue Service, **OR**
2) a copy of the organization's incorporation document as a nonprofit charitable organization in the State of Hawai'i.

Initial _____

Effective: 01 JAN 2023

Expires: 31 DEC 2023

ARTICLE VII: RULES FOR USE – APPLICATIONS

- A. Application for use shall be submitted at the Cameron Center’s office during business hours of 8:00am - 4:00p m **OR** via Cameron Center website’s fillable form. An individual or organization’s authorized representative shall certify compliance with these written rules when signing said application.
- B. Upon receiving application, all required documents and payment, and subject to approval, an email will be sent to confirm booking. This notification serves as CONFIRMATION and shall not be changed or altered, in any way, unless approved by one of our staff, in writing.
- C. User(s) shall sign out key to reserved meeting room(s) at the Cameron Center’s office. (*Refer to ARTICLE VI, Page 3.*)
- D. User(s) shall be responsible for leaving the premises clean and orderly. (*Refer to ARTICLE III, Page 2.*) If additional cleaning is needed, the responsible User will be assessed the cost for cleaning. Cameron Center’s staff members are NOT responsible for reconfiguring or cleaning the meeting room(s) after use.
- E. User(s) shall be responsible for any damage to the meeting room and its’ contents (furniture and equipment) or loss of, media equipment and/or additional property from premises. Any and all damage or loss shall be reported promptly and User(s) shall reimburse the Cameron Center for the cost of repair and/or replacement of same. User(s) shall hold J. Walter Cameron Center harmless of liability and all related to User(s) items left or forgotten, unattended, unsecured, neglected, lost and/or stolen.
- F. User(s) shall not mark, deface and/or damage the interior & exterior walls, floors, carpet, and/or ceilings.
- G. Cameron Center’s staff is not responsible for relaying messages to persons attending meetings, EXCEPT in cases of extreme emergency. User(s) are advised to instruct their employees / volunteers and others accordingly.
- H. Use of the Cameron Center’s meeting room(s) and restroom facilities are restricted to the authorized User(s) as specified and designated on the application.
- I. Use of Cameron Center’s full-size kitchen facilities are available upon request. You are advised that the kitchen is **NOT** a certified industrial kitchen. Therefore, all cooking and preparation of food for **ANY** and **ALL** Fundraisers is strictly **PROHIBITED**. User(s) shall be responsible for furnishing their own supplies, i.e. cups, plates, flatware, utensils, pots & pans, dish-soap, etc. User(s) shall be responsible for clean-up after use.
- J. User(s) shall be responsible for securing **ALL** entry doors, restroom facilities, and turning off all lights, sound system, and kitchen stove.
- K. Due to the partitions restrictive noise barriers between meeting rooms, generated sounds of loud discussions cannot be contained. Therefore, User(s) shall be responsible for **ALL** attendees to maintain a respectable noise level for other User(s) located in neighboring meeting room.
- L. Consumption of any alcoholic beverages is **strictly prohibited**.
- M. **Pets** of any species are not permitted in Cameron Center’s meeting room(s), with the EXCEPTION of service or guide dogs.
- N. Failure to comply with these written rules shall disqualify the User(s) from further and future use of Cameron Center’s meeting room(s) and facilities.

Initial _____

Effective: 01 JAN 2023

Expires: 31 DEC 2023

2023 J. Walter Cameron Center Meeting Facilities User Agreement Form

Submit completed form to: info@jwcameroncenter.org

I, _____, (**Print**) do hereby certify that I have received, read and acknowledge clear understanding of the contents and purpose of J. Walter Cameron Center's "Policies & Procedures for Use of Facilities", and will abide by the rules for use set-forth therein.

<hr/> Signature	<hr/> Title	<hr/> Date

Name of Organization/Group: _____		
Name or Title of Event: _____		
Billing Address: _____		
City: _____ State: _____ Zip: _____ Email: _____		
Business Phone: _____ Mobile Phone: _____ Fax: _____		

Individual scheduling reservations: _____, _____
Print Full Name Title

Billing Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Business: _____ Mobile: _____ Facsimile: _____

Reservation: _____, _____, _____ **2023** Time frame: (from) _____ AM / PM (to) _____
Weekday Date Month Year (include allowance for set-up & clean-up)

_____ Fee **YOU** are charging for your event: \$_____.
Amt. of people Preferred meeting room(s) Enter \$0.00 if this is a FREE event

Note: If you are requesting more than one day, please provide - on a company letterhead - a listing of your requested days as follows... Day, Date, Time frame, Amount of people expected to attend your event/meeting and your Preferred Room. **Example:** Thursday, January 1 2018, 8:00 AM – 12:00 PM, 65 people, Auditorium
Briefly describe the reason or purpose for the use of the meeting room(s) and attach the public announcement of flyer that was distributed to expected participants.

Hosting Agency Name (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Business: _____ Mobile: _____ Fax: _____
PRINT Authorized Agency Representative's Name: _____, Title: _____
Signature of Authorized Agency Representative: _____ Date Signed: _____

Effective: 01 JAN 2023

Expires: 31 DEC 2023

2023 J. Walter Cameron Center Meeting Facilities Cost & Payment Form

Submit completed form to: info@jwcameroncenter.org

Table with 3 columns: MEETING ROOM, NON-PROFIT RATES, BUSINESS RATES. Rows include Conf. Room 1 or 2, Auditorium, 'EKOLU', and Kahālāwai.

REMINDER: PAYMENT MUST BE RECEIVED WITHIN ONE WEEK OF SUBMITTED APPLICATION TO SECURE MEETING ROOM BOOKINGS.

Cost of Session Amt. of Sessions X = \$ Media / Additional Equipment fees: \$ TOTAL

Note: Any Businesses or Organizations conducting a Meeting, Event, Training Class, etc. for which admissions / fees / donations are charged, shall be assessed a User Fee of \$30.00. TAX: \$ TOTAL: \$

Payment Information:

Please select form of payment: Cash, Check, Credit Card, Master Card, or VISA. Includes fields for Card No., Business Name, Authorized User, Expiration Date, Security Code, and Zip Code.

WARNING: (A service charge of \$30.00 will be assessed for ALL returned checks, denied credit card payments and late payment fees)

PAYMENT MUST BE RECEIVED UPON CONFIRMED APPROVAL OF MEETING ROOMS & FACILITY BOOKINGS Effective: 01 JAN 2023

2023 Meeting Facilities Media Equipment Request Form

Submit completed form to: info@jwcameroncenter.org

EQUIPMENT		Check if using	QTY
Kitchen <i>(Auditorium only)</i>	\$10		N/A
Laptop <i>(2 Available)</i>	\$10		
Projector <i>(2 Available)</i>	\$10		
Projector Screen	\$10		
65" Smart TV	\$25 PER SESSION		N/A
Microphone <i>(4 Available)</i> <i>*Auditorium only*</i>	\$5 PER MIC		
Tables (EXTRA)	\$2.00 PER TABLE		
Chairs (EXTRA)	\$1.00 PER CHAIR		
Easels <i>(2 Available)</i> PAPER NOT INCLUDED	\$5 PER EASEL		
Extension Cord(s)	Free		

Note: A **\$50.00** fee shall be assessed to the responsible USER for **ANY DAMAGES** incurred while in possession of Projector or Laptop.

Do you know how to operate the equipment? Yes No

SIGN-OUT EQUIPMENT: The USER shall be RESPONSIBLE for SIGNING OUT the requested MEDIA EQUIPMENT at the Cameron Center office during business hours, Monday through Friday, between 8:00 AM and 4:00 PM, EXCEPT for observed State & Federal Holidays.

SIGN-IN EQUIPMENT: The USER shall be RESPONSIBLE for SIGNING IN the MEDIA EQUIPMENT at the Cameron Center office PROMPTLY after use or NO LATER THAN 9:00 AM on the following business day. Cameron Center's business hours are Monday through Friday, between 8:00 AM - 4:00 PM, EXCEPT for observed State & Federal Holidays.

WARNING: *(A service charge of \$30.00 will be assessed for EACH equipment not turned in promptly after use or if used after our business hours, NO LATER THAN 9:00 am the following business day)*

Print Name

Title

Signature

Date

2023 Meeting Facilities & Event Planning CHECKLIST

(for your use to help you if applicable)

To aid with planning & scheduling your event reservation, this checklist has been provided for your convenience. If you need personal assistance, please feel free to contact Cameron Center's office at 244-5546 and speak with a friendly staff member. We want to ensure that your needs are met and your experience is pleasurable and stress-free.

- ____ Name of Event: _____
- ____ Reservation Date, Start & End Time: _____
- ____ Preferred meeting room: _____
- ____ Expected number of people attending: _____
- ____ PO #, if applicable: _____
- ____ Schedule orientation site-visit: _____
- ____ Review Policies & Procedures and initial: *(refer to pp. 2 – 4)*
- ____ Complete User Agreement: *(refer to pp. 5 & 6)*
- ____ Submit Facility Use Agreement: *(refer to pp. 5, 6 & 7(if applicable))*
- ____ Complete Payment Information: *(refer to pp. 6)*
- ____ Submit Payment Information: *(refer to pp. 6)*
- ____ Acquire copy of current Certificate of Liability Insurance: *must reflect current effective & expired dates*
- ____ Submit copy of current Certificate of Liability Insurance: *must reflect current effective & expired dates*
- ____ Acquire copy of 501 (c) 3 doc: if applicable
- ____ Submit copy of 501 (c) 3 doc: if applicable
- ____ Submit copy of your Event's Public Announcement or Flyer:
- ____ Media Equipment: *(refer to pp. 7)* laptop, projector, projector screen, easel(s), etc.
- ____ Will you need additional tables, coffee urns, use of Kitchen? _____
- ____ Will you be providing lunch, snacks, refreshments, drinks? _____
- ____ Have you received a written or email confirmation from Cameron Center?
- ____ Who will be the authorized person to sign out the key and when? _____
- ____ Have you made enough copies of your presentation for distribution?
- ____ Do you have your Flight / Car / Room reservations confirmed? if applicable
- ____ Other? _____

Effective: 01 JAN 2023