



Recreation Center Policies and Procedures

Qualifications

The pool and hall in the recreation center may be reserved only by a homeowner or renter who has been issued a current and valid membership I.D. card. Any person reserving the pool or hall must be present during the function.

Hours Available for Room Rentals

Fridays: 5:00 p.m. – 12:00 midnight

Saturdays and Sundays: 10:00 a.m. – 3:00 p.m. or 4:00 p.m. – 11:00 p.m.

Holidays: 10:00 a.m. – 3:00 p.m. or 4:00 p.m. – 11:00 p.m. (with the approval of the Recreation Director)

The first hour is for set-up and the last hour is for clean up. Music and party activities must cease one hour prior to the ending of the function. All homeowners or renters reserving the hall or the pool area must clean up and vacate the premises no later than the designated time limit.

Swimming Pool Rentals and Lifeguards

The pool may be rented at a rate of \$100.00 per hour and \$15.00 per hour per lifeguard. A V.O.K. lifeguard must be present during your swim period. One lifeguard per 25 people. Rentals of the swimming pool must be authorized by the Recreation Director.

Payments

All fees must be received no less than 2 weeks prior to your function.

Confirmation

A reservation shall not be considered valid until a rental agreement is signed by both parties. A deposit will be collected to hold a function date. If your check is not honored by the bank where it is drawn on, the rental agreement will be null and void until adequate payment has been made.

Cancellation

Cancellation must be submitted in writing 120 days in advance for a full refund. If the cancellation notice is received less than 120 days in advance, a refund will be made only if the date that you have reserved can be rented. Appeals should be directed in writing to the Villages of Kapolei Association Board of Directors.

Reservation Eligibility

A reservation may be made up to 13 months in advance of the activity. There is a maximum of two rentals allowed per Lot in a 6 month period. The reservation of the recreation center is on a first-come, first-served basis.

Termination of Agreement

V.O.K. reserves the right to cancel a reservation at any time for just cause. If the reason for termination is the result of false or inaccurate information given by the applicant the use fee will be forfeited.

Use Fees

All fees are subject to change without prior notice upon the Board of Directors approval.

Disco Music and Dancing

Music and noise must remain controlled so as not to disturb surrounding residents and comply with State Health Department noise code regulations. Noise level must not exceed 55 DBL at property line; 45 DBL after 10:00 p.m.

Setting Up and Decorations

Setting-up decorations and arrangements must not commence any earlier than the time specified on the Reservation Agreement. Furniture and equipment must remain in its designated room area unless prior written consent has been obtained from the Recreation Director. The person reserving the room or pool will be responsible for his/her "helpers" following the decoration restrictions.

- a. Nails, thumbtacks, or adhesive tape should not be used on any surface.
- b. Decorations, especially balloons and streamers, must be kept clear of the ceiling fans.

Clean Up

Clean up, which includes facilities used plus adjacent restrooms and areas guests may have littered (i.e. parking lot, planters, playground, breezeway, etc.) is considered completed only under the following conditions:

- a. All decorations are removed and tables are cleared.
- b. All rubbish is taken to the dumpster located at the rear of the Recreation Center.
- c. All appliances, counters and floors are cleaned to pre-party condition.
- d. Damaged equipment, furniture, etc. is reported to staff on duty.
- e. Staff on duty gives the final approval of acceptable condition of facility.

Damages/Losses

The person reserving the room or pool will be responsible for any loss or damages to the facility and equipment, including reasonable attorney or collector's fees should it be deemed necessary. V.O.K. assumes no responsibility for property brought into the facility by the person making the reservation.

Unrestricted Entry to Inspect

Any bona fide V.O.K. employee will have unrestricted access to the facilities at all times for the purpose of ensuring appropriate use of the facility by the user. Violation of the Recreation Center Rules and/or Recreation Center Policies and Procedures may result in fines or sanctions including, but not limited to, forfeiture of security deposit and/or suspension of recreation center privileges. Appeals from fines or other sanctions shall be permitted in accordance with appeal procedures adopted by the Villages of Kapolei Association Board of Directors.

Exceptions

Request for exception to any of the above stated conditions, e.g., outdoor cooking, air jumpers, etc., must be made in writing and so noted on all copies of the Reservation Agreement before the requested exception will be considered for approval by the Recreation Director or his designee.

Off-Duty Officer Required

Special Duty Police Officer(s) will be required for private functions in which liquor is being served, participation is 100 people or more, music or dancing is part of the activities, or the Recreation Director deems it is prudent because of the nature of the activities planned for the reserved period. Off-duty officers will be contracted for duration of the private function including clean up time. The person reserving the room or pool may request the officer(s) to come in earlier provided such notice to V.O.K. is given not less than one month in advance with the understanding that the person reserving the room or pool will be responsible for the additional cost. The person reserving the room or pool may request an H.P.D. officer of his/her choice, or as a volunteer, via the H.P.D. Special Duty Division. However, the officer must still be in uniform and accountable to V.O.K. All volunteers must be confirmed as approved for the job by Special Duty no less than 2 weeks prior to the party date.