

Kanu o ka 'Aina Learning Ohana, at Kauhale 'Oiwi o Pu'ukapu

PO Box 6511, 64-1043 Hi'iaka St., Kamuela, HI 96743

APPLICATION AND PERMIT FOR USE OF FACILITIES

Email to: info@kalo.org Phone: (808) 887-1117, Fax (808) 887-0030

1. APPLICANT: (Organization, Group, Individual)	2. TODAYS DATE:
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3. DESCRIPTION OF ACTIVITY:	Is food being served? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what is being served, who is providing food, who is serving it? *No cooking allowed on-site.
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4. CONTACT NAME:	5. BUSINESS PHONE / FAX / EMAIL:
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6. MAILING ADDRESS:	7. INSURANCE YES / NO IF YES, APPLICANT WILL NAME KALO AS ADDITIONALLY INSURED.
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8. ROOM SET-UP REQUIRED: (classroom, computer lab, theater style, conference, etc.):

9. A/V EQUIPMENT REQUIRED: YES / NO Equipment Requested: TV VCR/DVD Smart-Board Projector Computer Lab
 Other, Please Specify:

APPLICATION FOR ONE-TIME USE APPLICATION FOR MULTIPLE USE

<u>Dates Requested:</u>	<u>Set Up/Break Down Time:</u>	<u>Start/End Meeting:</u>	<u>Contact Person on-site day of event:</u>	<u>Estimated Attendance:</u>
			Cell # REQUIRED	

I. DECLARATION OF APPLICANT

1. Nature or type of intended use _____
2. Applicant has received or will receive for the activities herein listed contributions, cash collections, registration fees, admission fees, tuition, donations, or other receipts estimated in the amount of \$ _____. If no receipts anticipated for these activities check here .
3. Receipts set forth in item 2. above will be used for: _____
4. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damages sustained by the building, furniture, equipment, or grounds occurring through the occupancy or use of said building and or grounds by the applicant, normal wear and tear excepted.
5. I hereby certify that I have received and read the rules, regulations, conditions and terms including those on the reverse side of this application and that I and the applicant which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of Hawai'i and to all other rules and regulations of the Board of Education and its authorized agents which may be communicated to the applicant.
6. It is agreed that in the event this permit is canceled by the applicant no refund will be made and that changes in date or extension of time shall be made only as specified by the rules governing use of school facilities.
7. In executing this declaration I certify that I have been duly authorized by the herein set forth applicant to act in its behalf in making application for use of said facilities.

HOLD HARMLESS & INDEMNIFICATION AGREEMENT
 THE UNDERSIGNED AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS KANU O KA 'AINA LEARNING OHANA (KALO), KANU O KA 'AINA PUBLIC CHARTER SCHOOL (KANU), ITS BOARD OF TRUSTEES, AGENTS AND EMPLOYEES, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ALL COSTS, LOSSES, CLAIMS, ACTIONS, AND JUDGMENTS ARISING FROM PERSONAL INJURIES, PROPERTY DAMAGE OR OTHERWISE, HOWEVER CAUSED, THAT MAY ARISE FROM OR BE ALLEGED TO BE CAUSED BY THE UNDERSIGNED'S USE OR OCCUPANCY OF KALO/KANU FACILITIES, FURNITURE OR EQUIPMENT. THE UNDERSIGNED FURTHER AGREES TO PROVIDE A CERTIFICATE OF INSURANCE FOR LIABILITY COVERAGES.

Applicant understands submission of application does not constitute automatic approval. Upon approval of application, **Applicant** agrees to the terms stated in the fee schedule of 50% of fee plus full deposit payable to KALO. Applicant understands a copy of application stamped **APPROVED** must be available at all times when on site at Kanu o ka 'Aina/KALO.

Signature of Applicant: _____ Date: _____

II. SITE APPROVAL

FACILITIES MANAGER APPROVAL: **YES:** (verify info above) *Custodial Support Overtime Required: Yes No
NO / PLEASE EXPLAIN:

FACILITIES MANAGER SIGNATURE: _____ Date: _____

◆ ◆ ◆ **FOR OFFICE USE ONLY** ◆ ◆ ◆

1. TERMS: 50% of fee plus full deposit payable with application, balance 7 days prior to use. PAYMENTS payable to KALO. Failure to comply with the terms will be cause to deny application.	5. Office authorization for Custodial Services: Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Insurance Required: Yes <input type="checkbox"/> 1,000,000 Property/Liability w/A+5 Rating)	6. Other Services: Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:
3. Fee: \$ _____ Deposit: \$ _____ Balance Due: \$ _____	

Procedures for Use of Kauhale 'oiwi o Pu'ukapu Facilities

GENERAL CONDITIONS GOVERNING THE USE OF KALO/KANU PROPERTY FOR PUBLIC PURPOSES

1. Applicants desiring to use the community center (Halau Ho'olako), school buildings or grounds, must submit a written application, and will be subject to a rental fee and deposit explained on this application. Kanu O Ka 'Aina Learning Ohana (KALO/KANU) will issue approval when such use does not interfere with the regular conduct of school work.
2. Applications for use of school buildings or grounds are to be made on the application form prescribed on the front of this document. Such applications will be subject to a rental fee as well as a deposit (in accordance with the fee schedule). The deposit and 50% of the rental fee is due upon completion of this application, and balance due 7 days prior to the event date. Approval will be made by the Program Director or his designated representative in accordance with the policies and regulations of KALO/KANU.
3. In the event of any dispute or difference arising as a result of the use of school facilities, said dispute or difference will be arbitrated by appealing to KALO/KANU in writing.
4. The groups or people using KALO/KANU facilities will be responsible for any and all damages to property which may be incurred as a proximate result of any activity being conducted in buildings or on the grounds - normal wear and tear excepted.
5. School furniture (chairs and desks) normally assigned to a school room for general use will be available for use when the room is used for public purposes except that audio-visual and electronic equipment may be used only under restrictions described below.
 - Approval for special arrangements of furniture and equipment or for the addition of furniture and equipment may be given by the facilities manager or his designated representative if in his judgment, such approval would not necessitate additional personnel or involve use of equipment by individuals not qualified to operate it. Otherwise, the normal fee will be applied.
 - Use of highly specialized equipment such as computers, projectors, electronic equipment, spotlights, laboratory and athletic equipment, etc., shall not be approved unless properly trained school personnel are assigned to supervise its operation.
 - Consumable supplies, in no instance, are to be used by groups other than school or school-related groups, and then only with the approval of the facilities manager or his designated representative.
6. The facilities manager or his designated representative, when administering the policies and regulations governing the use of KALO/KANU property, shall exercise every precaution to see that the organization, club or group using the facilities is qualified under, and adheres to, the conditions listed in KALO/KANU policies and it's mission.
7. Any person applying for the use of school property on behalf of any society, group or organization is to be a member of such applicant group and, unless he is an officer of such group, must present written authorization from such applicant group to make such application.
8. The groups using KALO/KANU facilities will be responsible for cleaning up after the event or activity, leaving the facility in the same condition it was in previous to said activity. Failure to do so may result in loss of part or all of the deposit, and the group may be billed for any extra cleaning costs incurred.
9. **Any groups going past their scheduled meeting times will be charged the full amount of their security deposit.**
10. **CONDUCT OF MEETINGS**
 - The direct supervision of the activity is the responsibility of the persons or organizations sponsoring the activity. Misconduct on the premises will be cause for cancellation and/or no further approval for use.
 - NO DRUGS OR ALCOHOLIC BEVERAGES are to be consumed, sold, given away, or delivered to any person on any part of the property, including parking lot and lawn area. Any person under the influence of intoxicating liquors or substances on school property will be removed and may be barred from having or receiving any further privilege of the use of school property.
 - NO food or drinks allowed on any carpeted area. Food and drinks only allowed in the front foyer area, kitchen service area, 'Olu'Olu area and the Lokahi Boardroom.
 - NO SMOKING allowed on property. This includes any of the buildings, the parking lot, and lawn areas of the property.
 - Profane language, gambling, quarreling, or fighting will not be tolerated and is grounds for removal.
11. **LIMITATIONS AND RESTRICTIONS GOVERNING USE OF KALO/KANU PROPERTY FOR PUBLIC PURPOSES**
 - Use of school buildings and grounds by community organizations will not commence earlier than one hour after the closing of the regular school session, and will complete such use no later than one hour prior to regular school session. Unless prior approval by the school administration.
 - Organizations using school buildings and grounds are not to leave any brochures, pamphlets, leaflets, documents, or other literature on school premises.
 - Kitchen is NOT certified, therefore cooking is NOT PERMITTED in the kitchen. Kitchen area may be used for service and warming of already cooked food.
 - Audio/Visual (A/V) equipment such as projectors, sound systems, computers, smart-board, etc., is available for use, however use of such equipment is on a first come-first serve basis, and may be subject to a rental fee as well as an A/V Technician charge, as use of such equipment is allowed only when operated by a KALO employee/technician. Equipment must be used for activities of community organizations ON premises ONLY. Removal of any equipment off property is strictly prohibited.

Kanu O Ka 'Aina Learning Ohana

Halau Ho'olako Facilities Use Fees

Effective: 08-01-13

Facilities

<u>Description</u>	<u>Max Capacity</u>	<u>Rental Fee</u>
Boardroom (Lokahi)	16	\$75/day or \$15/hour
Kitchen/Café (Hanai) Area		\$25 flat rate
Multi-purpose room ('Olu'olu)	50	\$75/day or \$15/hour
Meeting room (Kulia Elua)	45	\$75/day or \$15/hour
Computer Lab (Pa'ahana Nui) *Lab Supervisor required	24	\$150/day or \$30/hour

Labor

A/V tech		\$20/hour (2 hour min.)
Computer Lab Supervisor		\$40/hour (2 hour min.)

Maintenance (Required)

1/2 hour pre & post for each room		\$25 Flat fee (Required)
Additional room setup/breakdown		\$20 Flat fee per room

Audio/Visual Equipment

Smart-Board, Projector/Screen, TV and DVD Player		\$25 Flat fee
Small Sound System (up to 50 pax)		\$50 Flat fee
Large Sound System (50-300 pax)		\$150 Flat fee

Security deposit of \$50 or 20% whichever is greater is due with the signed rental agreement

Payment of all fees due 7 days prior to the event.

A/V Equipment Rental includes labor, set-up and break-down of equipment.