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 PH: (808) 244-5546 WEBSITE: www.jwcameroncenter.org

2016 MEETING FACILITIES INTRODUCTION
<http://www.jwaltercameroncenter.com/2012-09-30-03-10-38/meeting-facility>

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, coffee urns, etc.

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, four (4) eight foot long tables and an attached full-size Kitchen (minimal fee applicable). <i>For a quick viewing of this space, follow this link...</i> http://www.jwaltercameroncenter.com/2012-09-30-03-10-38/meeting-facility
CONFERENCE ROOM 1 & 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 sixty (50) 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, follow this link...</i> http://www.jwaltercameroncenter.com/2012-09-30-03-10-38/meeting-facility
MEETING ROOM 24	This room is located at the lower-level. This room is able to accommodate up to forty (40) people. This room is outfitted with four (4) eight foot long tables and 20 chairs.

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 F. Gaxiola
 Executive Director
 J. Walter Cameron Center

2016 Meeting Facilities & Event Planning CHECKLIST

In efforts 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: (*refer to pp. 3 – 5*)
- _____ Complete User Agreement: (*refer to pp. 6*)
- _____ Submit Facility Use Agreement: (*refer to pp. 6*)
- _____ Complete Payment Information: (*refer to pp. 7*)
- _____ Submit Payment Information: (*refer to pp. 7*)
- _____ 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. 8*) 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? _____
- _____ Other? _____
- _____ Other? _____
- _____ Other? _____

ARTICLE I: 2016 User Fees

MEETING ROOM	<i>Charitable Organizations, 501 (c) 3's or Government Agencies</i> NONPROFIT FEES	<i>(all others)</i> BUSINESS RATES
Auditorium (incl. 5 tables, 80 chairs)	\$85.00 per 4-hour session	\$160.00 per 4-hour session
Conf. Room 1 & 2 (incl. 8 tables, 40 chairs)	\$85.00 per 4-hour session	\$160.00 per 4-hour session
Room 24 (incl. 4 tables, 20 chairs)	\$85.00 per 4-hour session	\$160.00 per 4-hour session
Auditorium + Conf. Room 1 & 2	\$165.00 per 4-hour session	\$200.00 per 4-hour session

ARTICLE II: 4- Hour 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	12:00 Noon – 5:00 PM
Session #3	5:00 PM – 9:00 PM

ARTICLE III: 2016 Maintenance & Utility Fees

- A) PAYMENT MUST be received no earlier than two (2) weeks prior to confirmed use of Cameron Center’s meeting room(s) and facilities.
- B) Individuals, Charitable Organizations, Government Agencies, and established 501 (c) 3’s shall be assessed a Maintenance & Utility fee.
- C) Commercial Business Enterprises shall be assessed a User fee.
- D) Workshops, Seminars, & Certified Trainings intended *exclusively for “resident agency”* staff development, to include any programs for clients servicing and education for which fees to cover its’ costs are assessed, shall be exempt from User fees; i.e. *maintenance, deposits, utility & media equipment fees.*
- E) 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)*
- F) 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.

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ARTICLE IV: Authorized Entry

- A) Authorized User shall sign-out 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) Reservations confirmed during observed holidays and/or weekends, the Authorized User shall sign-out meeting/restroom key at the J. Walter Cameron Center office on the last business day prior to the observed holiday or weekend.
- 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 12:00PM 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 V: 2016 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
- 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.

ARTICLE VI: NOTICE OF CANCELLATION OR 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 Maintenance and Utility and User fees,** if applicable.

ARTICLE VII: RULES FOR USE – APPLICATIONS

- A) Application for Use shall be made at the Cameron Center office during business hours, between 8:00 AM and 4:00 PM **OR** via Internet Web link fillable form. Individual or Organization's authorized representative shall certify compliance with these written rules when signing said application.

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ARTICLE VII: RULES FOR USE – APPLICATIONS

- B) User(s) shall sign-out key to reserved meeting room(s) at the Cameron Center office. *Refer to ARTICLE IV, Page 4.*
- C) User(s) shall be responsible for leaving the premises clean and orderly. *Refer to ARTICLE III, Page 3.* 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.
- D) 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.
- E) User(s) shall not mark, deface and/or damage the interior & exterior walls, floors, carpet, and/or ceilings.
- F) 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.
- G) 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.
- H) 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. Thereby, 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.
- I) User(s) shall be responsible for securing ***ALL*** entry doors, restroom facilities, and turning off all lights, sound system, and kitchen stove.
- J) 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.
- K) Consumption of any alcoholic beverages is strictly prohibited.

ARTICLE VII: RULES FOR USE – APPLICATIONS

- L) **Pets** of **any species** are not permitted in Cameron Center's meeting room(s), with the EXCEPTION of service or guide dogs.
- M) 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.

ANY EXCEPTIONS TO THESE WRITTEN RULES REQUIRE EXTENUATING CIRCUMSTANCES AND MUST BE APPROVED, IN WRITING, BY THE EXECUTIVE DIRECTOR IN ADVANCE OF THE PROPOSED USE.

2016 J. Walter Cameron Center Meeting Facilities Cost & Payment Form

Submit completed form to: meetingrooms@jwcameroncenter.org OR
 fax completed form to: (808) 242-1857

MEETING ROOM	Charitable Organizations, 501 (c) 3's or Government Agencies NONPROFIT FEES	(all others) BUSINESS (FOR PROFIT) RATES
Auditorium (incl. 5 tables, 80 chairs)	\$85.00 per 4-hour session	\$160.00 per 4-hour session
Conf. Room 1 & 2 (incl. 8 tables, 40 chairs)	\$85.00 per 4-hour session	\$160.00 per 4-hour session
Room 24 (incl. 4 tables, 20 chairs)	\$85.00 per 4-hour session	\$100.00 per 4-hour session
Auditorium + Conf. Room 1 & 2	\$165.00 per 4-hour session	\$200.00 per 4-hour session

REMINDER: PAYMENT MUST BE RECEIVED NO EARLIER THAN TWO (2) WEEKS PRIOR TO USE OF THE CONFIRMED MEETING ROOM(S) & FACILITIES.

<i>Cost @ Session</i>	<i>Amt. of Sessions</i>		TOTAL
\$ _____.	X _____ =	<i>User + Maintenance & Utility fees:</i>	\$ _____.
		<i>Media / Additional Equipment fees:</i>	\$ _____.
		<i>Applicable User fees:</i>	\$ _____.
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 .			
			TOTAL: \$ _____.

Payment Information:

Please select form of payment:

Cash: _____

Check: _____ Check No. _____

Credit Card: _____ Master Card: _____ or VISA: _____

Card No. _____

Business Name of Card Holder _____

Authorized User of Card _____

Expiration Date _____ Security Code on Card _____ Zip Code: _____

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

PAYMENT MUST BE RECEIVED PRIOR TO USE OF THE RESERVED MEETING ROOMS & FACILITIES

2016 Meeting Facilities Media Equipment Request Form

Submit completed form to: meetingrooms@jwcameroncenter.org OR
 fax completed form to: (808) 242-1857

Name of: Agency / Organization / Business

Requestor's Name:

Address

Requestor's email address

City State Zip

Business No. Mobile No.

_____, 2016 _____ **AM / PM**
Date of pick-up Time of pick-up

_____, 2015 _____
Date of Event:

EQUIPMENT	QTY	CHECK OUT DATE	CHECK OUT TIME	JWCC Staff Initials	CHECK IN DATE	CHECK IN TIME	JWCC Staff Initials
Kitchen	N/A						
Laptop	1						
Projector	1						
Projector Screen	1						
Microphone <i>*Auditorium only</i>							
Coffee Urn(s)							
Tables							
Chairs							
Easels							
Extension Cord(s)							

Note: Applicable ONLY for damages caused to PROJECTOR.
 A \$50.00 fee shall be assessed to the responsible USER for any damages incurred while in possession of Projector.

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 8:00 AM on the following business day. Cameron Center's business hours are Monday through Friday, between 8:00 AM and 4:00 PM, EXCEPT for observed State & Federal Holidays.

Print Name Title

Signature Date