



Volcano Art Center

PO Box 129 • 19-4074 Old Volcano Road • Volcano, HI 96785

Phone: (808) 967-8222 • info@volcanoartcenter.org

Website: www.volcanoartcenter.org

VAC NIAULANI CAMPUS ROOM USE REQUEST

Today's Date: _____ Member (please circle): Y / N

Contact Person: _____ If No, Member Application attached

Organization: _____ Fed ID#: _____

Address: _____ Telephone: _____

Email: _____

Purpose of Use/Event: _____

Date(s) of Event: _____ # Attendees Expected: _____

Start/End Times of Event: _____ Total hours including setup and clean up: _____

Day before Event - needs: _____

Facility Space Requested (check all that apply):

Great Room Multipurpose Room

Studio Classroom Other _____

Description	Amount	DONATION:
_____	_____	\$ _____ Rec'd _____
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total	_____	

Recommended Donation				
	Great Room	Multipurpose Room	Studio Classroom	Back Classroom
Per Day 9AM-9PM	\$200	\$200	\$125	\$125
Per Hour 9AM-9PM	\$40	\$40	\$25	\$25
An additional \$25/hour is charged before 9AM and after 9PM				
Staff Time	\$20 per hour with expected hours documented in writing			
Cleaning Fee	\$75 if deemed necessary			
Trash Removal	\$50 if any trash is left behind			
Chair Rental	\$1.50/each			
Table Rental	\$4.00/each			
House Manager	\$25 per hour			
Projection Screen	\$25 per day			
Speakers (in pairs)	\$100 per event			
Microphone	\$10 each			
Copies	\$0.10 b/w	\$0.25 color		



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VAC NIAULANI CAMPUS ACCEPTANCE OF LIABILITY AND RESPONSIBILITY FOR FACILITY

I, the undersigned User, on behalf of the organization represent, will be responsible for the proper use and care of the building, facilities, equipment and grounds, and for the payment of fees.

The undersigned User (individual) and the organization represented, for and in consideration of Volcano Art Center permitting and allowing the use of the designated rooms, facilities, equipment and/or groups jointly and severally agree(s) to indemnify and save harmless VAC against any and all loss, liability, demands, claims, suits, actions, judgments or proceedings (including all costs and all expenses incurred in connection therewith) which may be suffered or incurred by or brought against VAC for or account of death and/or any injuries or damages to any person(s) or property received by any person, directly or indirectly, by in consequence of any act or acts, or the omission thereof, of the undersigned, borrower (individual) and/or organization. Accordingly, in consideration for granting this request, applicant(s) of such Organization(s) or Individual(s) agree to indemnify Volcano Art Center from and against any and all claims, demands, causes of action, suits or judgments for loss or damage to property arising out of, or in connection with the use of facilities of Volcano Art Center requested herein, by the agents, servants, employees, or invitees of the Organization(s) or Individual(s) making this request. The undersigned User (individual) and the organization represented shall indemnify Volcano Art Center and hold Volcano Art Center harmless from all expenses, liabilities and claims by or on behalf of any person(s) or entity(ies) arising out of (A) A failure by the applicant(s) to perform any of the terms or conditions that follow in this agreement; (B) Any injury or damage happening on or about the premises, and/or (C) A failure to comply with any law of any governing authority.

Signed by:

NAME OF ORGANIZATION

PRINT NAME (USER)

SIGNATURE (USER)

DATE

Received by:

**VOLCANO ART CENTER,
A Hawai'i Nonprofit Corporation**

SIGNATURE

DATE

NAME

TITL



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RULES OF OPERATION FOR THE USE OF NIAULANI CAMPUS FACILITY SPACE

1. Only "VAC" Members may rent facility space. If you are not a VAC Member, you will be required to submit a membership application and associated payment.
2. Hours of use are 9AM to 9PM seven days a week, excluding holidays.
3. USAGE
 - i. Drinking water must be supplied by User.
 - ii. **NO SALE OF ALCHOLIC BEVERAGES ARE ALLOWED.**
 - iii. Please notify our office if you will be using water for recreational use; you will be charged for water if the tank needs to be re-filled.
 - iv. Smoking is not allowed in compliance with State Statutes and County Ordinance.
 - v. All attendees must exit Niaulani Campus by 9:00PM – violators are subject to a \$25 per hour penalty.
 - vi. No gum chewing on the premises, please.
 - vii. No equipment or furniture shall be removed from the Niaulani Campus premises.
 - viii. Facility and grounds must be returned to original condition – clean.
4. CLEANUP: Applicant(s) must provide plastic trash bags for rubbish and is required to remove all trash from the premises. Applicant(s) must provide their own cleaning supplies, brooms, mops, paper towels and extra toilet paper. All areas shall be swept clean or vacuumed and all decorations and similar items including all signs shall be removed. Chairs and tables shall be returned to the storage area.
5. LIABILITY

The User assumes all responsibility s follows:

 - a. For damage to the facility, grounds and/or its contents
 - b. For the proper conduct of activities held
 - c. For all injuries occurring on the premises
 - d. For contacting the proper authorities in case of emergencies
 - e. For maintaining all safety rules
 - f. Comply with Laws regarding Alcohol Consumption and Smoking
6. INSURANCE REQUIREMENT
 - i. For Commercial or Organizations, a certificate of insurance must be furnished naming Volcano Art Center as an additional insured in the amount of \$1,000,000 (one million dollars). The recommended minimum limits are \$500,000 per occurrence and \$1,000,000 policy aggregate.
 - ii. For personal and self-employed users, a copy of their homeowners insurance declaration page, proof of Insurance Certificate or proof of business liability insurance, showing the personal liability coverage must be provided. Minimum limit is \$500,000.
 - iii. Certificate of Insurance must be presented to Volcano Art Center at least ten (10) days prior to rental date.
7. Room Capacity: Maximum capacity is dependent on facility space being rented.
8. Volcano Art Center reserves the right to refuse service.