



# VOLCANO ART CENTER

WHERE PEOPLE, ART AND NATURE MEET

P.O. 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 check): *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):

Front Classroom      Varez Hall

HFT Upon Request      Other \_\_\_\_\_

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

Recommended Donation			
	Varez Hall	Front Classroom	
Per Day 9AM-9PM	\$240	\$150	
Per Hour 9AM-9PM	\$60	\$50	
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(i;) 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

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
TITLE



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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 with this application.
2. Hours of use are 9AM to 9PM seven days a week, excluding holidays.
3. **USAGE**
  - Drinking water must be supplied by User.
  - **NO SALE OF ALCHOLIC BEVERAGES ARE ALLOWED.**
  - 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.
  - Smoking is not allowed in compliance with State Statutes and County Ordinance.
  - All attendees must exit Niaulani Campus by 9:00PM -violators are subject to a \$25 per hour penalty.
  - No gum chewing on the premises, please.
  - No equipment or furniture shall be removed from the Niaulani Campus premises.
  - 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 responsibilities 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
7. **Room Capacity:** Maximum capacity is dependent on facility space being rented.
8. Volcano Art Center reserves the right to refuse service.