

MEETING ROOM RESERVATION AGREEMENT

NAME:

UNIT #:

DATE OF FUNCTION:

PURPOSE OF FUNCTION:

NO. OF GUESTS:

BEGINNING TIME: a.m./p.m.

ENDING TIME: a.m./p.m.

RULES AND REGULATIONS:

1. Residents requesting the meeting room must complete a request form and provide it to the Makaha Surfside Office at least three (3) days prior to the event. Reservations may be made no earlier than one (1) month in advance. All requests require approval of the Office Manager. The Office Manager may make recommendations, propose alternatives, or deny certain activities or proposals prior to authorization being granted. Association meetings and events shall take precedence on the meeting use schedule.
2. Reservations cannot be made for the following holidays: New Years Eve and New Years Day, Memorial Day, Independence Day, and Labor Day.
3. A maximum of one (1) BBQ grill may be reserved with each request.
4. A maximum time of four (4) hours is allowed for reservations; may be extended if no other functions are scheduled for the day. All functions must be completely finished, cleaned up and the premises vacated by the end of the scheduled function or no later than 9:00 p.m.
5. A \$25 use fee and a refundable \$100 security deposit are to be paid prior to access to the room. It is the responsibility and obligation of the resident host remove all trash and to leave the premises in a clean and undamaged condition. If the condition of the room is unsatisfactory, the security deposit will be reduced or forfeited.
6. The resident host is responsible for the conduct of his or her guests and for any damage caused by the guests.

7. The use of glassware, bottles, ceramics, chinaware, or other breakables in the room is prohibited. Used paper cups, plates and plastic tableware shall be deposited in trash receptacles.
8. Smoking and alcohol is prohibited.
9. Political fund raising, religious rallies or commercial activities will not be authorized.
10. The Makaha Surfside Office management reserves the right to terminate the function at any time due to non-compliance with the above rules and regulations or non-compliance of the Makaha Surfside House Rules.

Accepted By (Resident Host): _____

Date: _____

Authorized By (MSS Office): _____

Date: _____

\$25 Use Fee Paid: _____

Check #: _____

\$100 Security Deposit Paid: _____

Check #: _____

Meeting Room Security Deposit Checklist

Please review the following information carefully. The return of your refundable security deposit depends on your cooperation and compliance of the conditions of use listed in our policies and outlined below.

The purpose of this form is to assure that the resident host understands that he/she must leave the room in the same condition as it was received and also begin and end the function at the approved times. The resident host is responsible for the cleaning of the room, which includes the placement of all trash in trash receptacles, the clearing of all tables and surfaces of debris and removal of all outside equipment, supplies and decorations. Failure to abide by these policies will result in the forfeit of all or a portion of the security deposit.

NAME: _____ UNIT #: _____

DATE OF FUNCTION: _____

BEGINNING TIME: _____ a.m./p.m.

ENDING TIME: _____ a.m./p.m.

To be completed at the beginning and end of each function by Operations Staff.

- / Trash and trash cans/bags removed.
- / Tables and surfaces clean.
- / Outside items removed.
- / Décor and supplies removed.
- / Floor is free from spills/debris.
- / Room and contents are free from damage.

