



KAPOLEI  
COMMUNITY  
DEVELOPMENT  
CORPORATION

# KAPOLEI HERITAGE CENTER

## Policy & Rules

### *Changes to Our Policy & Rules*

*Kapolei Community Development Corporation may modify or implement changes to our policy, procedures, and/or rules for the Kapolei Heritage Center without notice. The most current version is available on our website at [www.kapoleiheritage.org](http://www.kapoleiheritage.org). Please check our website regularly for current information.*

## **Table of Contents**

Welcome	Page 3
Business Hours & Holidays	Page 3
Facility Rental Hours & Holidays	Page 4
Fees & Payment	Page 4
Reservations	Page 5
Cancellation & Change	Page 5
Check-In & Check-Out	Page 5
Kapolei Heritage Center Policy	Page 6-7
Classroom Rules	Page 8
Kitchen Rules	Page 9



**Aloha,**

Kapolei Heritage Center (KHC) represents the vision of Kapolei homestead residents. Kapolei Community Development Corporation's (KCDC) board members are volunteers from the homestead communities of Malu'ōhai, Kaupe'a, Kanehili, and Ka'uluokaha'i who are committed to our mission.

In addition to completing Phase I and management of two (2) classrooms and a certified kitchen; KCDC board members continue to work on planning, design, funding and construction of Phase II which will include a parking lot and halau to accommodate large gatherings, and Phase III to house offices, and a gallery honoring Prince Jonah Kūhīo Kalaniana'ōle and the Hawaiian Homestead Commissions Act.

Our facility reflects the work and pride of our board, partners, supporters, and more importantly, homestead beneficiaries in the Honouliuli Ahupua'a (Kapolei / Ewa Region). KCDC will manage the Kapolei Heritage Center professionally and responsibly. We encourage you to support our efforts by helping us to mālama our facility and grounds.

Kapolei Heritage Center are managed by combined efforts of KCDC Executive Director, on-call part-time Facility Attendants, volunteers from our homestead communities, and the KCDC Board of Directors. If you have any questions, or need assistance, please contact:

**Kapolei Heritage Center**  
**Phone: 628-4626**  
**E-Mail: [kakoukhc@gmail.com](mailto:kakoukhc@gmail.com)**

**Business Hours**  
**Monday – Friday 9:00 a.m. to 5:00 p.m.**  
**Closed**  
**Federal & State Holidays**

***Submission of your booking request signifies you read, understand and agree to comply with our Policy & Rules before booking your reservation.***

We are happy you have chosen our facility and hope you and your guests enjoy your event.

Mahalo,

## KAPOLEI HERITAGE CENTER

FACILITY RENTAL HOURS	HOLIDAYS OBSERVED
Sunday – Thursday      8:00 a.m. to 9:00 p.m. Friday – Saturday        8:00 a.m. to 10:00 p.m.  <i>Special hours may be arranged on a case by case basis.</i>	Kapolei Heritage Center will be closed Thanksgiving Day Christmas Eve Day & Christmas Day New Year’s Eve Day & New Year’s Day

### FEES

- . **Kapolei Homestead Beneficiary** is a Resident of one of the homesteads in the Honouliuli Ahupua‘a – Malu‘ōhai, Kaupē‘a, Kanehili, and Ka‘uluokaha‘i– a resident must be the person booking the Reservation; **and must call 628-4626 before booking a reservation to request a code to enter during online booking to receive the reduced rate.**
- . Nonprofit organizations serving community may qualify for the reduced rate as well – **and must call 628-4626 before booking a reservation to request a code to enter during online booking to receive the reduced rate.**

### Classroom

Kapolei Homestead Beneficiary / Nonprofit Org	Non-Homestead
\$10.00 per hour - per room Minimum of 2 hours	\$15.00 per hour – per room Minimum of 2 hours

### Kitchen

Hourly Rate - Minimum of 2 hours

	Kapolei Homestead Beneficiary	Non-Homestead
	\$25.00	\$37.50

### SECURITY FEES

CLASSROOM(S)	KITCHEN
<b>If any damages occur</b> during the rental period, a portion or all of the <b>\$250.00 Security Fee</b> will be charged to the clients’ credit card on file. Client will be informed of the amount prior to card being charged. Any unpaid fees will result in loss of rental privilege.	

### EQUIPMENT

Must be reserved a minimum of 72 hours before reserved date. Submit request to [kakoukhc@gmail.com](mailto:kakoukhc@gmail.com)  
Cost will be charge to credit card on file.

CLASSROOM(S)	KITCHEN
1-TV, HDMI Cable	– 50 Cup Rice Cooker

## FEE PAYMENT

CLASSROOM(S)	KITCHEN
Must be made on-line with a credit card during booking process	

**KCDC may change fee schedules at any time, without notice.**

### RESERVATIONS

- All reservations must be booked on-line at [www.kapoleiheritage.org](http://www.kapoleiheritage.org) 72 hours in advance of intended reservation date. **Booking a reservation less than 72 hours will be rejected.**
- Special Requests (for reservation requests under 72 hours) require approval of Executive Director – please call 808-628-4626
- Client will receive an email notification if their reservation is “Approved” or “Rejected”.
- An “Approved” reservation signifies that client read, understands, and agrees to comply with Kapolei Heritage Center (KHC) Policy and Rules **before booking a reservation**.
- Reservations may not be transferred or dates exchanged with another person.
- KCDC has established a “first come - first serve; subject to availability” policy, with preference to Kapolei homestead beneficiaries and homestead associations.

**Long Term:** . Submit an email request to [kakoukhc@gmail.com](mailto:kakoukhc@gmail.com) with the following information:

- **Who:** Client name and Name of Organization or Business
- **Contact Info:** Cell/Home Phone
- **Which Facility:** Classroom(s) or Kitchen
- **When:** Day, Time, and Number of Hours
- **How:** Will facility be used
- **Term:** 6 months or longer

Please allow 24 hours for a response by email or phone for additional information and to set-up an appointment.

### CANCELLATION

- Client must submit request to cancel a reservation minimum of 72 hours prior to [kakoukhc@gmail.com](mailto:kakoukhc@gmail.com) to receive a full refund of fees paid.
- KCDC reserves the right to cancel a reservation at any time. Client will be notified no less than 3 days prior to their booked reservation, unless reason is due to safety or maintenance issues, in which case the client will be notified as reasonably possible.
- Client will receive an email confirming the cancellation and refund of fees if applicable.
- Allow 5 business days from date of cancellation for credit card account to reflect refund.

**CHANGES.** Change to a reservation date/time must be requested 72 hours in advance of reserved date.

- . Client must submit request by email only to: [kakoukhc@gmail.com](mailto:kakoukhc@gmail.com)
- . Client will receive an e-mail notification approving or rejecting the change.

## **CHECK-IN and CHECK-OUT**

### Kitchen Client:

- Complete the **Support Kitchen Use Log** during each use. Found on clipboard in Kitchen
- Check-in and Check-out by reviewing and initialing **Kitchen Check List** with the Kapolei Heritage Center Attendant

### Facility Attendant:

- . Unlock/Re-Lock the facility as needed.
- . Inspect the facility and grounds with first time clients before and after use; as needed with recurring clients.
- . Instruct first time clients to read posted Classroom or Kitchen Facility Rules.

## **KAPOLEI COMMUNITY DEVELOPMENT CORPORATION**

### **KAPOLEI HERITAGE CENTER - POLICY**

**Client is responsible for ensuring and/or enforcement of the following:**

#### **ALCOHOL**

Compliance with §281-101.5, Hawai'i Revised Statutes, prohibitions involving minors.

Consumption is monitored and managed to avoid disorderly conduct, destruction of property, or pose a threat to the safety of the general public.

#### **COOLERS**

Water jugs, juice coolers, ice chests, etc. must be kept outside of the Classrooms.

#### **DAMAGES**

If replacement and/or repair of damages to facility, equipment, and/or grounds exceed the \$250.00 Security Fees; client will be informed of the additional amount that will be charged to credit card on file. If either charges are rejected, client will be required to settle all charges by cashier's check.

#### **DRUGS**

KCDC's Zero Tolerance Policy of controlled and/or illegal drugs. Use and/or possession of controlled substances is strictly prohibited anywhere on the premises.

#### **FIRE/STERNO**

Open fire, i.e. charcoal grill, or propane stove or grills are not permitted anywhere on property. Protective pads are required on Classroom tables when using sterno cans for chafing pans.

#### **GAMBLING**

Any form of gambling is prohibited at any time on the premises.

#### **GLASS CONTAINERS**

Of any type is not allowed on the premises, except in the kitchen.

#### **LOSS OF RENTAL PRIVILEGE**

Close proximity of our facility to nearby residents requires KCDC to be good neighbors. Complaints from residents will be taken very seriously. KCDC will impose loss of rental privilege to the client and anyone residing at the clients' address for the following:

- . Abusive and/or disrespectful behavior toward residents, Facility Attendant, any member of KCDC's board, or any facility person authorized by KCDC board
- . Abuse and/or disregard of rules
- . Altercation or fight
- . Disregard of reservation ending time.
- . Unsatisfactory cleaning/sanitizing of
- . Damage to facility and/or grounds
- . Exceeding occupancy capacity

### **MUSIC AND NOISE**

Is monitored and controlled so as not to disturb surrounding residents and to comply with state Department of Health noise regulations. Noise levels shall not exceed 55 dBA (decibel average) at the property line; 45 dBA after 10:00 p.m.

### **PETS**

Except for certified service animals, no animals are allowed in the Classrooms or Kitchen.

### **PARKING**

Client and guests must use the parking pad in front of the building; entrance is on Kinoiki St. Clients are encouraged to post parking signs for their event before the Kinoiki St. entrance, and remove the signs after their event; failure to do so may result in loss of rental privilege.

**Guests may not park on Kahalepouli St., parking on this street are for residents only.**

Guests who park on Kamakahalei St. (No Parking Zone) do so at their own risk.

KCDC is not responsible for any damage to, theft of vehicles or their contents while using KHC.

### **SMOKING**

Is prohibited inside the facility and 20 feet from exterior doors; including electronic cigarettes.

Guests must use the designated smoking area and receptacle to dispose of their cigarette butts.

### **SET-UP AND CLEAN-UP**

Clients should include sufficient time when reserving the facility to include set-up and clean-up before and after their event.

### **TENTS**

Clients may not put up a Pop-Up or EZ Corner Tent anywhere on the property without requesting permission at least one (1) week before the reserved date via email to:

[kokuakhc@gmail.com](mailto:kokuakhc@gmail.com).

### **UNRESTRICTED ENTRY TO INSPECT**

Facility Attendant, KCDC's board, or any person authorized by KCDC's board will have unrestricted access to the facility at all times for the purpose of ensuring appropriate use of the facility by client and their guests. Violation of policy and/or rules may result in ending the event, security fee charge, and/or suspension or loss of rental privileges.

### **DISCLOSURE**

*KCDC is not liable or responsible for accidents, injury, or loss of personal property caused by clients, guests, visitors, or any other persons while on KHC premises.*

*Client agrees to fully indemnify, protect, defend and hold harmless KHC and KCDC's officers, directors, volunteers, and agents, from and against any and all claims, demands, suits, losses, and liability asserted by or on behalf of any person or entity for bodily injury, personal injury, death or property damage arising out of or related to Clients' use and event at KHC.*

## **KAPOLEI HERITAGE CENTER**

### **CLASSROOM RULES**

#### **AIR CONDITIONER**

Please help us conserve energy. Keep doors close, do not set air conditioner lower than 65°

#### **BANNERS/DECORATIONS/SIGNS**

Only blue/green Painters' Tape is permissible on gray walls only. Any other type of tape, staples, thumbtacks, is prohibited on any of the walls. Command or similar safe hanging and removal products must be approved for use by Facility Attendant at time of Check-In.

#### **EQUIPMENT**

Classroom has six (6) tables and twenty (20) chairs; which must be returned to original position after use (4 stacks of 5 chairs), and may not be used outdoors or removed from the classroom.

Use special care when arranging tables and chairs to not cause dents, scrapes or damage to the furniture, walls, or room divider. Stack tables one (1) foot away from Whiteboard walls and chairs one (1) foot away from Room Divider.

Wipe down chairs and table tops if drinks, food or snacks were consumed during event.

#### **OCCUPANCY**

Occupancy is restricted to 20 people per classroom. Exceeding this limit jeopardizes KHC certification and poses a safety risk. Disregard of the occupancy restriction is cause to end the event, forfeiture of security deposit, and/or suspension or loss of rental privileges.

#### **ROOM DIVIDER**

Do not open or close the Room Divider! Damage to the divider is costly to repair!

#### **WHITEBOARD WALLS**

Only Dry Eraser markers are allowed! Please clean the Whiteboard(s) using only the cleaner provided.

#### **WIFI:**

Wifi access: ID: KHC PW: HeritageCenter

#### **Before your leave, please remember to:**

. Lock bathroom doors, return keys to the hook on the classroom door. Client will be charged



\$50.00 if keys are lost

- . Place mat(s) inside classroom(s)
- . Dispose of trash in round Trash Can located in back Parking Lot
- . Turn off air conditioner(s) and lights
- . Lock front and back Classroom doors
- . Turn off air conditioner(s) and lights
- . If open, lock the back parking lot.

*In addition to following KHC policy, failure to follow these rules is cause to end the event, evoke loss of rental privileges and/or to terminate a contract.*

## **KAPOLEI HERITAGE CENTER**

### **KITCHEN RULES**

Everyone using the kitchen are required to follow Department of Health rules and regulations; and will properly clean and sanitize the kitchen before they leave.

*All Department of Health (DOH) fines incurred by KCDC as a direct result of a client, or anyone assisting the client for not following DOH requirements and/or regulations; will be charged to the client, and may result in loss of rental privileges and/or termination of contract.*

1. For safety reasons, NO children under twelve (12) are allowed in kitchen while prepping and cooking.
2. For sanitary reasons, NO animals/pets are allowed in kitchen at any time! (except for certified service animals).
3. For ease of cleaning; put all food in black tubs or on trays provided before placing in refrigerator or freezer.
4. Scrape large food scraps, greasy/buttery equipment, animal products, etc. into the trash (double bag if necessary). When ready to dispose trash, wheel trash can to dumpster.
5. Pre-rinse all heavily soiled dishes, pots, and pans.
6. Use the triple sink for standard wash, rinse, sanitization of all pots, pans, and equipment.
7. Remove food disposal trap in floor under the sink(s), dispose food scraps into trash, wash with soap and water, and replace.
8. Use soap and water, followed by sanitizer solution to clean all surfaces and equipment; tables, counters, sinks, refrigerator, stove/burners/drip trays oven, etc. Use non-abrasive scrubber for stubborn spills. Dry with clean towels.
9. Sweep floor, including under and behind tables and equipment.
10. Mop floor, including under and behind tables and equipment using clean hot water and sanitizer solution. Rinse mop and change water as needed.

11. When finished mopping; empty and rinse mop bucket, rinse and squeeze excess water from mop head, hang in the Janitor's Closet sink to drip dry.
12. We do not provide storage space. Please be sure to remove all personal belongings, equipment and supplies.
13. Kitchen Logs ; complete *Support Kitchen Use Log* on each visit (found on clipboard in kitchen).
14. Review and complete the Kitchen Checklist form with the Kapolei Heritage Attendant at check-in and check-out to insure cleaning process.  
*In addition to following KHC policy, failure to follow these rules is cause to end the event, evoke loss of rental privileges and/or to terminate a contract.*