



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.KCDChawaii.org](http://www.KCDChawaii.org). Please check our website regularly for current information.*

Rev. 1/20/24

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**Aloha,**

Thank you for your interest in the Kapolei Heritage Center (KHC). The facility represents the vision of Kapolei Homestead residents to have a community gathering space. KHC is owned and operated by Kapolei Community Development Corporation, a non-profit 501c3 governed by beneficiaries of the Hawaiian Homes Commission Act from the Honouliuli homesteads of Malu'ōhai, Kaupe'a, Kanehili, and Ka'uluokaha'i. KHC offers both indoor and outdoor space for rent.

### **Indoor Space**

KHC offers two classrooms and a certified commercial kitchen. Each classroom can accommodate up to 20 people and includes 6 tables and 20 chairs. The individual classrooms can be used as one larger room with a maximum capacity of 40 people. The certified commercial kitchen is fully equipped with ample counter space.

### **Outdoor Space**

KHC has prepared space on our property to hold private events. It's the perfect place for your baby's first birthday, a graduation party, family reunion, or other group function. Our outdoor venue can accommodate up to 250 people. Rental includes designated outdoor space and parking, a stage, bathrooms, and kitchen. Renters must provide their own tent(s), tables, chairs, lights, and sound system.

***For more information or assistance with securing a reservation, please contact:***

**Kapolei Heritage Center**  
**Phone: (808) 772-4090**  
**E-Mail: [info@kapoleiheritage.org](mailto:info@kapoleiheritage.org)**

**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 all of our Policies & Rules before booking your reservation.***

## KAPOLEI HERITAGE CENTER

Our facilities and premises are primarily available for community use and activities that benefit **Homestead Beneficiaries** who are residents of Malu‘ohai, Kaupe‘a, Kanehili, and Ka‘uluokaha‘i homesteads.

Consideration may be given to non-profit and other community serving organizations at reduced rates. Please email [info@kapoleiheritage.org](mailto:info@kapoleiheritage.org) for information.

<b>HOLIDAYS OBSERVED</b>
KHC is closed on the following days: Memorial – Independence – Labor – Veterans – Thanksgiving Christmas Eve – Christmas New Years Eve – New Years

### Indoor Space Rental Hours & Fees

Sunday – Thursday 8:00 a.m. to 9:00 p.m.	Friday – Saturday 8:00 a.m. to 10:00 p.m.	<b>Homestead Beneficiaries</b>	<b>Non Homestead</b>
Classroom Hourly Rate: Minimum of 2 hours		15.00	20.00
Classroom Equipment Flat Rate: 1 TV with HDMI Cable		0	25.00
Kitchen Hourly Fee: Minimum of 2 hours		25.00	40.00
Kitchen Hourly Fee: 1-5 Hours		25.00	40.00
Kitchen Hourly Fee: 6-10 Hours		20.00	35.00
Kitchen Hourly Fee: More than 10 Hours		15.00	30.00
Kitchen Equipment Flat Rate: Rice Pot		0	25.00
Overtime Fee: See Set-Up/Clean-Up Pg 7		10.00	10.00
Security Fee: See Damages – Pg 6		250.00	250.00

### Outdoor Space Rental Hours & Fees

<b>Friday or Saturday: 8:00 a.m. – 11:00 p.m.</b>	<b>Homestead Beneficiary</b>	<b>Non Homestead</b>
Rental Fee	600.00	750.00
Security Deposit	400.00	500.00

<b>RESERVATIONS &amp; PAYMENTS</b>
Must be made on-line. There is no fee if using a debit card. If using a credit card, a 2.90% fee + .30¢ will be charged to your card during the booking process.

**KCDC reserves the right to change fees at any time, without notice.**

## **RESERVATIONS**

- All reservations must be booked on-line at: <https://www.kcdchawaii.org/> 3 business days in advance of the desired reservation date. **Booking a reservation less than 3 business days will be rejected.**
- Special Requests for reservations less than 3 business days require approval by the Executive Director – please call 808-772-4090.
- Renter will receive an email confirmation, receipt, and a copy of our Policy & Rules if their reservation is approved, or a notification if rejected.
- An “Approved” reservation signifies that the renter has 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 Honouliuli homestead residents and homestead associations.
- Reservations for Classroom(s) and Kitchen may be made up to six (6) months prior to the desired date, one (1) year prior to the desired date of our Outdoor Space.

## **Outdoor Space Reservations**

- Rental Fee includes use of the outdoor area and Kitchen from 8am-11pm, parking, stage, use of bathrooms, Dumpster for trash.
- Friday or Saturday nights only
- Renters must provide and set up tent(s), tables, chairs, lighting, and sound system.
- Set up can start the day of at 8a – loud music must end by 10pm, with all areas cleaned and check out by 11pm
- Requests for special accommodations for set up of tents must be approved in writing at least three days prior to the event: send requests to [info@kapoleiheritage.org](mailto:info@kapoleiheritage.org) or call 808-772-4090.

## **Contract Renter: If you are interested in renting the classroom(s) or kitchen long-term**

Please submit an email request to: [info@kapoleiheritage.org](mailto:info@kapoleiheritage.org) with the following information:

- **Who:** Name and Name of Organization or Business
- **Contact Info:** Cell/Home Phone and email address
- **Which Facility:** Classroom(s) or Kitchen
- **When:** Day, Time, and Number of Hours
- **How Will Facility Be Used:** Type of activity/business
- **Term:** 6 months or longer

Please allow 2 business days for a response by email or phone call to set-up an appointment. See **Support Kitchen Policies** ([link](#)) for Long Term kitchen rental information.

## **CANCELLATION**

- Requests to cancel Classroom(s)/Kitchen reservations must be received 3 business days prior to the reservation date to receive full refund. Request to cancel Outdoor Space reservations on or before 180 days of reservation date will result in 75% refund of deposit, before 90 days 50% refund of deposit, after 90 days, no refund will be made. All cancellation requests must be emailed to: [info@kapoleiheritage.org](mailto:info@kapoleiheritage.org).
- Renter will receive an email confirming the cancellation and refund of fees if applicable.

- KCDC reserves the right to cancel a reservation at any time. Client will be notified 3 business days prior to the reservation date. If cancellation is due to safety or maintenance issues, the client will be notified as soon as possible. Reservation fees will be refunded.
- Allow 5 business days from date of cancellation for card on file to reflect refund.

### **CHANGES**

- Request to change a Classroom/Kitchen reservation date/time (subject to availability) must be received 3 business days prior to the reserved date by email to: [info@kapoleiheritage.org](mailto:info@kapoleiheritage.org). Clients will receive an e-mail response to change requests.

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

- If the renter does not check in with the Facility Attendant 30 minutes after the reserved time, the Facility Attendant will lock the facility and leave. Fees will not be refunded.
- If renter leaves before end of the reservation time without checking out with the Facility Attendant, any damages to the facility may be charged to the renter.

## **RENTER RESPONSIBILITIES**

### **To abide by and ensure 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**

Defacing, including but not limited to destruction, removal, altering or tampering of/or to our facility, equipment, and/or premises will incur costs. All or a portion of the \$250.00 Security Fee will be charged to the clients' card on file. The client is responsible for all repairs and/or replacement costs at the current market value in excess of \$250.00 and will be required to settle the remaining payment by cashier's check.

Should the client fail to settle payment in full, KCDC reserves the right to pursue legal action including, but not limited to, full payment of damages and/or replacement costs, attorney and filing fees, and any costs related to pursuing legal action.

#### **FIRE/STERNO**

Open fire, i.e. charcoal grill, or propane stove or grills are not permitted anywhere on property. Sterno's must be fully extinguished, covered and safely discarded. Protective pads are required on Classroom tables when using Sternos for chafing pans.

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

Close proximity of our facility and premises to nearby residents requires KCDC to be respectful neighbors. Complaints from residents and/or actions by HPD **will be taken very seriously and**

**will be cause to end the event.** In addition, KCDC will impose loss of rental privilege to the renter and anyone residing at the renters' address for the following:

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

**LOUD MUSIC AND NOISE**

Is monitored and controlled so as not to disturb surrounding residents and to comply with State of Hawaii Department of Health noise code regulations.

**PARKING**

Clients and guests must use the designated gravel parking areas on our premises. **Guests may not park on Kahalepouli St., parking on this street are for residents only! Guests who park on Kamakahahei St. (No Parking Zone) do so at their own risk. KCDC is not responsible for any damage to, theft of vehicles or their contents.**

**RENTERS PRESENCE**

Renter must be present throughout the rental period including set-up and clean-up and remain until the last guest has vacated premises, unless prior approval has been authorized in writing by KCDC's Executive Director.

**SMOKING**

Including electronic cigarettes, is prohibited inside the facility and 20 feet from exterior doors; Guests must properly dispose of their cigarette butts.

**SET-UP AND CLEAN-UP**

When reserving the facility Clients should add one (1) hour for set-up before and clean-up after their event. Renters' card will be charged \$10.00 for every 30 minutes beyond the end of the reservation time.

**TENTS**

Only Pop-Up and/or EZ Corner Tent are allowed within our Designated Outdoor Rental Space, and must not exceed the total of 40' x100'. Use of Pop-Up or EZ Corner Tents anywhere else on our property, require prior written approval by our Executive Director.

**UNRESTRICTED ENTRY TO INSPECT**

Executive Director, Facility Attendant, KCDC's board, or any person authorized by KCDC's board will have unrestricted access to the facility at any time for the purpose of ensuring appropriate use of the facility by renter 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.

**In addition to the above, the following are strictly prohibited on our premises:**

<b>BOUNCERS &amp; CONFETTI</b> - In any form	<b>GLASS CONTAINERS</b> Of any type, except in the kitchen
<b>DRUGS</b>	<b>PETS</b>

Use and/or possession of controlled or illegal drugs or paraphernalia	All animals except for certified service animals
<b>FIREWORKS</b> - In any form	<b>SECURITY CAMERAS</b> Tampering with and/or obstructing our cameras
<b>GAMBLING</b> - In any form	<b>WEAPONS</b> Of any kind including, but not limited to guns, knives, and any object used as a weapon

**DISCLOSURE AND DISCLAIMER OF LIABILITY:**

*KCDC is not liable or responsible for accidents, including, but not limited to injury, loss of life, or personal property caused by renter, guests, visitors, or other persons while on KHC premises. KCDC is entitled to pursue all legal remedies against Renter for damages to KCDC property.*

*Renter agrees to fully indemnify, protect, defend and hold harmless KCDC’s Board of Directors, Executive Director, volunteers, agents, and the Department of Hawaiian Home Lands (DHHL) 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’ event and use of our premises.*

**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**

Six (6) tables and twenty (20) chairs per classroom which must be returned to their original position after use. **Please stack only 10 chairs per dolly.** Tables and/or chairs may not be used outdoors or removed from the classroom.

Please 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 chair dollies one (1) foot away from Room Divider.

If drinks/food/snacks were consumed during the event, please wipe down chairs and table tops.

**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 ACCESS

**ID: HeritageCenter      PW: KCDC2016**

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

- . Lock bathroom doors, return keys to the hook on the classroom door. Clients will be charged \$50.00 if keys are lost
- . 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
- . 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 is required to follow Department of Health rules and regulations; and will properly clean and sanitize the kitchen before they leave. *Failure to follow these rules is cause to end the event, evoke loss of rental privileges and/or terminate a contract.*

*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 the kitchen while prepping and cooking.
2. For sanitary reasons, NO animals/pets are allowed in the kitchen at any time!
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 of trash, wheel the trash can to the 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 tables, equipment, counters, sinks, refrigerator, stove/burners/drip trays oven, etc. Use a 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. Review and complete the Kitchen Checklist form with the Facility Attendant at check-in and check-out to insure cleaning process. Be sure to complete the Support Kitchen Log before leaving.