**Effective: 1 Oct 2023**

**AIR PARK PLACE RECREATION CENTER**

**99-854 Mea’ala Street**

**Aiea, HI 96701**

**Recreation Center Use Request Form**

**(Please type or print clearly)**

Recreation Center Reservation POC:

Craig Meyers

Cellular 808) 277-4079

E-Mail: **craigmeyers65@gmail.com**

**Please deliver completed request form to 99-734 Mea’ala Street with deposit and payment check**

**Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Evening):\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event: \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Member Responsible for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INDEMNIFICATION**: I agree to release and hold harmless Aiea Park Place Community Association and its officers, agents and members in connection with any claim or loss arising from my use of the Aiea Park Place Recreation Center.

**DAMAGE/LOSS:** I agree to be responsible for any damage or loss to the Recreation Center or any other common elements arising from my use of the Recreation Center.

**CLEANUP:** I agree to be responsible for restoring the Recreation Center facilities used to pre-use conditions (i.e. return tables and chairs to storeroom, sweep and mop floor, sweep and mop restrooms, pickup and remove rash, etc.) and locking up after use. Depending on when the facility was last used, you may find it necessary to clear prior to your function. You may use the Janitor room for cleaning supplies. **Please wash and put back all cleaning supplies.**

**RECREATION CENTER RULES:** I certify that I have read and will comply with all recreation center rules which can be found at the APP Web site: <http://www.aieaparkplace.org>

**PLEASE NOTE:** The Recreation Center does not come supplied with paper goods (i..e paper towels, toilet paper, napkins etc.) or any cleaning supplies (mop/bucket, brooms and dust pans are available in Janitor Room.

**DEPOSIT:** $100.00 (To be refunded upon final inspection and return of key)

**RENT:** $75.00 per rental

**REFUND:** Full refund will be made for cancellation greater than 14 days prior to scheduled event. **No refund will be made for any cancellation within that 14 day period.**

**I agree and accept conditions stated above:­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**