



The Arbors

91-927 La'aulu street, Ewa Beach, Hawaii 96706 / Phone & Fax 808-683-5261

The Arbors
Conference Room Reservation
Agreement Form & Policy

Dear Resident,

This notice is to remind you of your pending reservation for the use of the association conference room for the day of, _____.

Please read, sign & return this form and return it with your deposit check of \$50.00 at least three days prior to the requested date to ensure the room is available. Failure to sign the form or return your deposit with this form will result in the room being allowed for use by any requesting resident or on a first come first serve basis.

Your deposit will be kept on file for a period ending with the calendar year _____. This will allow for telephonic reservations for the remainder of the noted year. At the end of the indicated year all deposits will be destroyed unless otherwise requested to be returned.

Rules & Guidelines for Conference Room Use

1. Absolutely no commercial of profit making business meetings are allowed.
2. The room will not be used for parties which otherwise should be held outside in the cabana / pavilion areas unless the area is unavailable on the requested date. If the conference room is requested and the cabana area is available on the same date, the cabana area must be used instead.
3. Food & Drinks will be allowed providing that all messes and rubbish are removed upon completion of the gathering.
4. One gas grill is allocated to the conference room during reserved gatherings.
5. The hanging of items on the conference room walls with thumbtacks, nails or staples is not allowed. *Tape only.* All items must be removed upon completion of the gathering.
6. Cabana & pavilion area chairs are not to be brought into the room.
7. A twenty-person maximum is allowed in the room.
8. The host / resident is responsible for the conduct of all persons using the room.
9. Clean up must be completed by the host. No exceptions will be given.
10. Persons using the swimming pool may not enter the conference room unless dry. This includes swimsuits.
11. Any violations of these policies or problems emanating from the use of the association conference room may result in the forfeiture of the deposit and may include suspension of privileges.

I have read, understand and agree to the policies indicated above and have enclosed my deposit check in the amount of \$50.00 payable to The Arbors.

SIGNATURE

UNIT

DATE