



State of Hawaii
Department of Hawaiian Home Lands (DHHL)
91-5420 Kapolei Parkway, Kapolei, Hawaii 96707

Hale Pono'i (Righteous House) is dedicated to the legacy of Prince Jonah Kūhiō Kalaniana'ole and should always be treated with respect in conduct and use.

Hale Pono'i Policy

Use of Facility:

When not in use for DHHL (Department of Hawaiian Home Lands) functions or meetings; Hale Pono'i may be made available to Hawaiian homestead organizations, organizations sponsored by a Division of DHHL, non-profit organizations, cultural, educational, and community service groups whose purpose is consistent with DHHL's mission, goals, and objectives.

Hale Pono'i may not be used for fund-raising, private social gatherings, religious services, political campaigns, or for the benefit of private individuals or commercial enterprise.

Admission fees or donations solicited directly or indirectly from those attending a meeting or function, is prohibited.

Hours of Availability:

When not in use by DHHL, Hale Pono'i is available Monday thru Friday during normal business hours from 7:45 a.m. to 4:30 p.m. Request for use other than normal business hours requires approval from the Office of the Chairman (OCH).

Reservations:

- . May be made up to six (6) months in advance. Applications will be processed on a first come, first served basis.
- . To allow sufficient time to process an application, the application must be submitted five (14) business days prior to the meeting date.
- . An application will not be processed if a copy of the representatives' photo ID is not attached.
- . After processing, the representative will receive confirmation by e-mail. Hale Pono'i should not be considered reserved until a confirmation is received.
- . Confirmed reservations are not transferable to another organization or group.
- . \$50 per day, facility use fee applies
- . Reservations are restricted and must be used only by the requesting organization or group; and may not be submitted on behalf of, or substituted for use by another organization or group.
- . Reservation times should include time required to set-up and clean-up the room.
- . Reservations require a minimum of five (5) attendees.

Cancellations:

- . Every effort will be made to avoid this possibility; however, if a confirmed reservation must be cancelled, DHHL will provide the representative 24-hour notice. Fees collected will be returned within thirty (30) business days.
- . If a meeting is cancelled, the representative must provide 24-hour notice to the Office of the Chairman. If an organization or group cancels more than two (2) times in a six (6) month period without notifying the Office of the Chairman, the organization or group may lose the privilege to reserve Hale Pono'i.

Hale Pono'i Rules

The following is prohibited on DHHL premises:

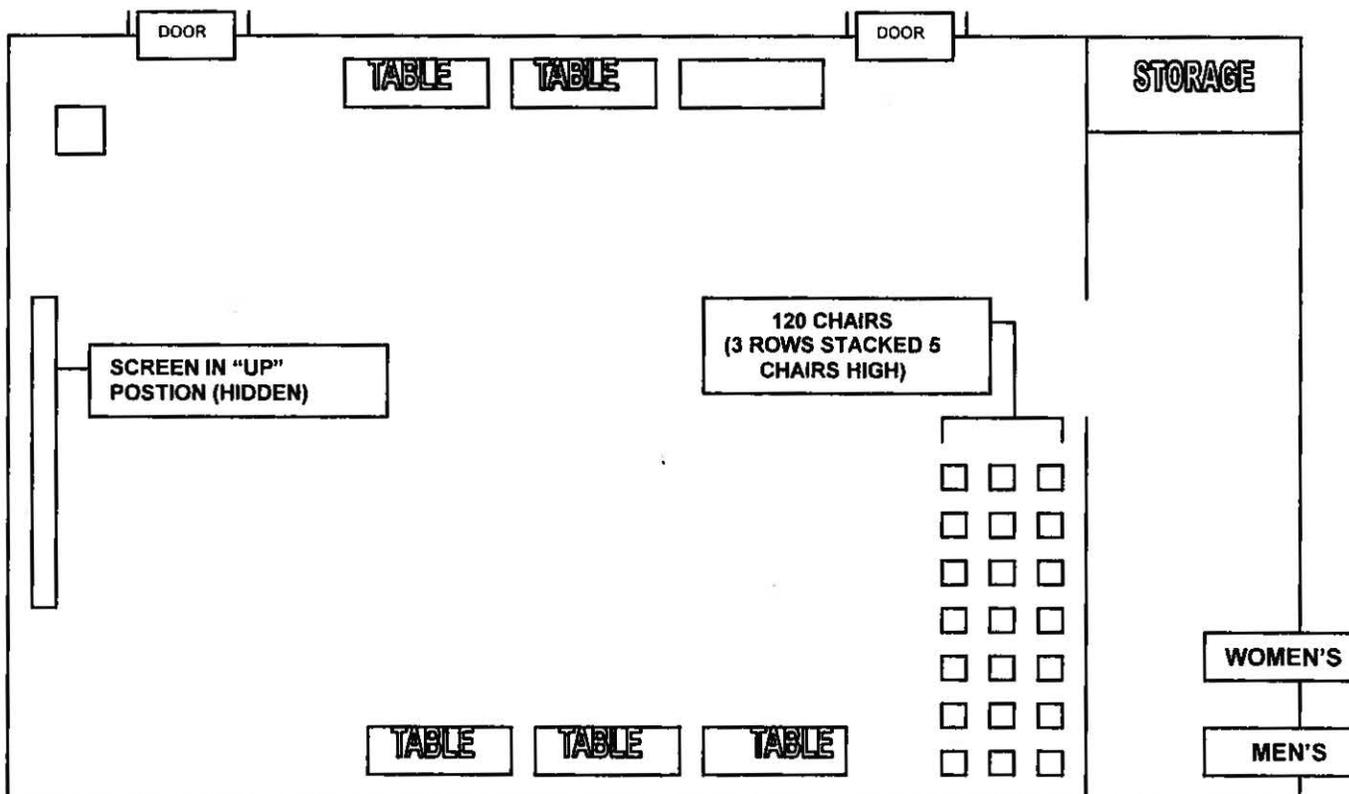
- . Loitering.
- . Use of drugs and alcohol; which is strictly enforced.
- . Skateboards, roller blades, roller skates, bicycles, or scooters.
- . Double parking or parking on the access road. The access road must remain clear for emergencies. All vehicles must park within designated parking stalls.
- . **NO** Food and beverages inside Hale Pono'i. Refreshments may be served and eaten on the patio.

In addition:

- . Glue, nails, and staples within the interior or on the exterior of Hale Pono'i. Use of tacks or tape on approved surfaces require prior approval from the Office of the Chairman.
- . Failure to ensure appropriate use, conduct, and behavior by all persons while using Hale Pono'i and its' surrounding premises, may result in loss of privilege for future reservations.
- . Prior to vacating the premises, chairs, tables, and equipment must be returned to their original positions. See configuration below.
- . All debris must be cleared and removed from Hale Pono'i. If the trash bin outside the doors of Hale Pono'i becomes full; the trash bag should be removed, the trash bin relined with a new liner, and the trash bag disposed of in the dumpster located at the right side of the main building.
- . Any damages to the contents, interior or exterior of Hale Pono'i incurred during use by an organization or group must be reported to Security and/or Staff on site before leaving the premises.
- . DHHL will not be held liable or responsible for any lost or stolen personal items while using Hale Pono'i.

Failure to comply with Hale Pono'i Policy and Rules may result in loss of privilege to reserve Hale Pono'i.

PLEASE return tables and chairs to the configuration below. MAHALO!!!



(REV 3/28/12)



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HALE PONO'I RESERVATION APPLICATION

(Please print clearly and legibly. Do not leave any blanks, if not applicable notate N/A)

Representative: _____ of _____
(Print Name) (Name of Company/Organization/Association/etc.)

Physical Address: _____

Mailing Address: _____
(If different from Physical)

Email: _____ Photo ID Number: _____ Expires: _____

Day Phone: _____ Cell Phone: _____ Fax #: _____

Activity Date: _____ Activity Time: _____ to _____ No. of Attendees: _____

Description for use of Hale Pono'i. Be specific: _____

I understand that I, and the organization named below is responsible for the cost and/or replacement of any lost, stolen or damaged equipment, furnishing, or supplies; and costs of repairs for damages to the interior or exterior incurred during our use of Hale Pono'i located at 91-5420 Kapolei Parkway, Kapolei, HI 96707.

INDEMNIFICATION STATEMENT

The undersigned individual(s), group and/or organization, his/her or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors' and assigns, for and in consideration of the State of Hawaii Department of Hawaiian Home Lands permitting and allowing the use of the designated state room, building, and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawaii Department of Hawaiian Home Lands against any loss, liability, demands, claims, suits, action or proceeding of every name, character and description which may be suffered or incurred by or brought against the State of Hawaii Department of Hawaiian Home Lands for or an account of any inquiries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organizations.

AUTHORIZATION, ACCEPTANCE AND ACKNOWLEDGEMENT

The undersigned is authorized to represent, act and execute this application on behalf of the below named organization. Furthermore, the undersigned hereby acknowledges receipt of Hale Pono'i Policy and Rules, and accepts the above Indemnification Statement.

Representative's Signature Date Name of Organization (print)

Representative's Name (print)

FOR STAFF USE ONLY

Application Approved YES NO Date Approved: _____ Approved By: _____ (Initials) Confirmation Sent: _____

Reason for Disapproval: Date Requested Not Available Organization/Group or Activity does/did not meet Policy/Rules.

Facility Utility Fee: \$ _____ Liability Insurance Required: NO YES Proof of Insurance Provided: NO YES

Sponsoring Division Approval: OCH / ASO / FO / HSD / ICRO / LDD / LMD / PO ASO: _____ SECURITY: _____

Authorized Division Approval: _____ Date: _____ LOTUS: _____ CALENDAR: _____

Notes/Comments: