



627 South Street, # 105 Honolulu, HI 96813 | Phone 808.596.2980

Meeting Room Usage Agreement

Please print:

MEMBER NAME:

DPH MEMBER#:

CONTACT # & EMAIL:

CAUCUS:

COMMITTEE:

OTHER:

FUNCTION DATE & TIME:

PURPOSE OF FUNCTION:

This agreement is for the Democratic Party of Hawaii Headquarters (DPH HQ) located at:
627 South Street #105, Honolulu, HI 96813

We will need use of the video conferencing equipment

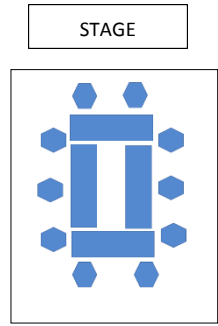
We will need use of the audio conferencing equipment

Meeting Room Conditions

- A. A reservation must be made for all functions held at the DPH HQ
- B. You can call the DPH HQ @ 596-2980 or email: laura@hawaiidemocrats.org
Please add: 'Room Reservation' in the subject line.
- C. HQ may not be reserved more than 60 days prior to function.
- D. DPH must be notified as soon as possible if function is canceled.
- E. Member listed on this agreement is responsible to ensure all items listed in the **Closing Procedures** are complied with.
- F. Food & Beverage: All food and beverage items will be properly stored or disposed of after function is completed.
- G. Meeting room must be secured and premises must be vacated within 30 minutes of the specified function ending time.
- H. Member listed on this agreement is responsible for any damages made to the building, meeting room or equipment.
- I. Member listed on this agreement is responsible for any cost associated with the rekeying of all door locks if DPH HQ key is not placed back in lock box, lost or stolen while under the member's care.
- J. Smoking is prohibited in the building.

Closing Procedures:

1. Rearrange room to original configuration (if applicable) when function is over
2. Turn off and put all equipment away that is used
3. Turning off AC after meeting ends
4. Clean up kitchen
5. Turn off and clean coffee pot, if used
6. Empty all trash to the outside dumpster
7. Turn off all lights
8. Ensure front door is locked and secured
9. Replace key in the lock box
10. Stack chairs tightly against wall, do not obstruct outlet



(Original Room Configuration)

Parking Information

Because there are limited parking spaces in the 627 South Street parking lot, every effort should be made to be good neighbors with the other tenants. There is metered street parking until 5:30 p.m. Monday to Saturday and free parking after 5:30 p.m. and all day on Sunday. There is also a paid parking lot next to the building, entrance on Queen Street.

Donations:

Any donations for the usage of the DPH HQ space is greatly appreciated. Please make checks payable to: The Democratic Party of Hawaii (please include your occupation and employer).

Meeting Room Usage Agreement

Signing this usage agreement constitutes approval and acceptance of all details stated herein. This agreement will be valid and binding acceptance and execution by DPH.

ACCEPTED BY: MEMBER

DPH ED OR TREASURER:

NAME:

NAME:

SIGNATURE:

SIGNATURE:

DATE:

DATE:

Key access:

For security purposes, the access code for the box that holds the front door key will be changed every quarter. Please touch base with the Executive Director, laura@hawaiidemocrats.org, if you are going to need key access.

Schedule of key code change:
January 1
April 1
July 1
October 1