

Neighborhood Place of Kona

Caring for Families and Communities

74-5565 Luhia St, Suite B-1

Kailua-Kona, HI 96740

Ph: 808-331-8777

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Facility Use Form

Name of Group:
Purpose of Meeting:
Date of Event:
Time:
Facilitator:
Contact Person: Phone: _____ Fax: _____ Email: _____
Number of Persons Expected:
Any Special Requirement or Notations:

- Please fill in all blanks
- Please read and follow all rules
- Only request signed and approved by NPK director will be honored.

Requested By: _____ Date: _____

Approved By: _____ Date: _____

ADDENDUM

The Neighborhood Place of Kona, reserves the right to cancel or re-schedule activities with a minimum of one week notice to the facilitator, if the need arises that The Neighborhood Place of Kona requires the facility for their purposes.

Signature of Facilitator

Date

Rules for Using Our Facility

- Please clean up after your meeting. If beverages were served, make sure all tabletops are wiped down and anything that spilled on the floor is cleaned up.
- Please do not use our office supplies or equipment. If you need to use our television and VCR let us know ahead of time, and request it on the “Facility Use Form” that you filled out or will be filling out.
- If you need to use the restroom the keys are located on the wall by the front door. Make sure that the keys are hung up back where they belong. You the facilitator will be responsible for all keys if they are misplaced or missing. Do not lend the key to anyone unless they are attending the meeting.
- When you are finished with your meeting, make sure all tables and chairs are put back to the way they were when you arrived. It should be 2 tables and 4 chairs put together.
- When you leave please make sure all lights are turned off, the air conditioner and fan are turned off, and front door is locked. Once the door is locked you may drop the key into the key drop located outside the front door.
- We welcome children here to the facility. We ask that they be supervised at all times.

Mahalo,
Neighborhood Place of Kona