

RECREATION CENTER RULES FOR KAILUA VIEW ESTATES

The Kailua View Estates Recreation Center ("Rec Center") is intended for the private use and enjoyment of Kailua View Estates ("KVE") homeowners, tenants, and their guests only. Keys are non-transferable and any damage to the Rec Center will be assessed against the responsible homeowner. All rules are to be observed and will be enforced by the Association, its Board of Directors and its authorized agents. **NO POLITICAL PARTIES allowed**

The following rules and checklist have been compiled to assure the orderly use and maintenance of our Rec Center. Please read the rules **carefully**. After reading, sign and return to the property managing agent. All Deposits shall be made at the time of reservation.

Please make Rec. Center Reservation check in the amount of \$250.00 payable to: Kailua View Estates

**** RENTERS ARE REQUIRED TO MEET THE REC. CENTER INSPECTOR AT REC. CENTER PRIOR TO SET-UP OF EVENT AND TO COMPLETE THE CHECK-IN PORTION OF THE FORM.**

****AT THE EVENT END TIME THE RENTER IS REQUIRED TO MEET WITH THE INSPECTOR AND TO COMPLETE THE CHECK-OUT PORTION OF THE FORM.**

**** RENTERS SHOULD INSPECT THE REC CENTER THE DAY BEFORE THE EVENT TO MAKE SURE THE FACILITY IS CLEAN, THE LIGHTS ARE OPERATING AND BATHROOMS ARE OPERATIONAL. TOILET PAPER AND PAPER TOWELS ARE NOT PROVIDED SO PLEASE BRING THE APPROPRIATE AMOUNT NEEDED****

PLEASE CHECK BOXES AFTER YOU HAVE READ THE RULE.

- 1. **Parties shall be limited to 100 people. Any party exceeding 75 people must hire a licensed security guard** to maintain control at the recreation center throughout the hours of the party.
- 2. **Reservations for the Rec Center are to be made with Hawaiiana Management Company, Ltd. at 74-5620 Palani Rd. Ste 215 Kailua Kona, Hi 96740 IN PERSON, no later than thirty (30) business days prior to the event.**
- 3. All Homeowners/Tenants', must give the designated time their party will begin and end on an appropriate form to the property managers.
- 4. **Each owner will be allowed a one-time Personal Use rental per year at no charge**, when the Rec. Center Association's Inspector has completed and returned to the Management Company, the Check-in, Check-out Policy form and the Rec. Center was left in a good condition.

Subsequent uses by an owner or use for any other entity (owners presence is required) will be \$100.00 rental fee per use. A Security Deposit of \$250.00 required with a refund of \$150.00, when the Rec. Center Association's Inspector has completed and returned to the Management Company, the Check-in, Check-out Policy form and the Rec. Center was left in a good condition.

FAILURE TO CLEAN THE FACILITY OR GROUNDS, INCLUDING THE TENNIS COURT AREA TO THE SATISFACTION OF THE ASSOCIATION'S INSPECTORS WILL RESULT IN FORFEITURE OF UP TO THE TOTAL AMOUNT OF YOUR DEPOSIT. IF THE COST TO CLEAN OR REPAIR THE FACILITY OR GROUND, INCLUDING THE TENNIS COURT AREA, EXCEEDS THE \$150.00 DEPOSIT THE OWNERS ACCOUNT WILL BE ASSESSED ALL CHARGES.

- 5. Hours of use for the Rec Center are from *9:00 a.m. to 10:00 p.m. daily so please allow set up and clean up time allotted between those operating hours.* The responsible Homeowner/Tenant must be present at the event at all times. **ALL GARBAGE MUST BE REMOVED FROM THE PREMISES AND**

GARBAGE BAGS REPLACED THE SAME DAY THE EVENT OCCURS AND DUMPSTERS MUST BE RETURNED TO THEIR ORIGINAL AREAS.

- Hand soap, paper towels, toilet paper and trash bags must be brought to the event by the Homeowner/Tenant.
6. All bathrooms must be cleaned before leaving the premises.
7. Garden hose, brooms, mops and other cleaning materials must be brought by Homeowner/Tenant to assist in the cleanup process.
8. ABSOLUTELY NO STAPLES, NAILS, OR THUMBTRACKS SHALL BE ALLOWED ON THE TABLE, WALL OR POSTS. Hooks are provided for your decorations. All decorations must be removed the same day event occurs.
9. Outdoor cooking is to be done only in the designated barbeque area and such area shall be cleaned after each use.
10. No bicycles, skateboards, rollerblades or roller skates shall be allowed on the Tennis Court, Parking Lot or Rec Center.
11. No animals shall be allowed at the Rec Center except for seeing-eye dogs.
12. No fireworks shall be allowed at any time.
13. Music is allowed for your enjoyment but there shall be **NO** electronic AMPLIFICATION. **If any amplified speakers (MUSIC) are used, you could lose the entire deposit and forfeit the right to use facilities again. A minimum of \$50.00 will be assessed if a complaint comes in to the Board from a resident.**
14. No commercial activities shall be allowed on the premises, either in the Parking Lot, Rec Center or Tennis Courts (i.e., garage sales, fundraisers).
15. Lights in the Rec Center will automatically turn on at 6:00 p.m. and will turn off automatically at 10:00 p.m. Please make sure the light switch on rock wall is in the “on” position during your event. Upon leaving, return the light switch to the “off” position.
16. No persons shall be allowed in the Rec Center, the Parking Lot area, or the grassy area, after 10:00 p.m. other than for cleaning purposes.
17. Homeowners are required to lock all gates after each event!
18. Reservations of the Recreation Center do not include the tennis courts.
19. Tennis courts are to be used for “TENNIS” only. PROPER TENNIS ATTIRE IS REQUIRED AND NO FOOD OR BEVERAGES, OTHER THAN WATER, ARE PERMITTED ON THE COURTS AT ANY TIME. Tennis courts need no reservation nor do they require a deposit. Tennis courts are available for Homeowners/Tenants and their guests only.
20. No one under the age of 18 permitted unless accompanied by an adult owner or an adult tenant.
21. Bathroom doors must be locked prior to departure to avoid vandalism. If there is vandalism due to the doors remaining unlocked owners will be responsible to make restitution to the Board of Kailua View Estates.

- 22. The use of inflatables, bounce houses, water slides, rock climbing walls, trampolines, swimming pools, and similar equipment in the Common areas, on the vacant lot, or in the Recreation Center is prohibited.
- 23. Water use at the Recreation Center is for cleaning the Recreation Center only. Use of water for recreational purposes is prohibited.

THANK YOU FOR YOUR ANTICIPATED COOPERATION.

REMEMBER YOUR FAILURE TO COMPLY WITH THE RULES **MAY RESULT IN THE FORFEITURE OF ALL OR PART OF YOUR DEPOSIT.**

ANY DAMAGE TO THE RECREATION CENTER OR ITS GROUNDS INCLUDING THE TENNIS COURT AREA WILL BE AT THE EXPENSE OF THE USER, TENANT, AND OWNER, **AND ANY DAMAGE IN EXCESS OF THE DEPOSIT SHALL BE COLLECTED AGAINST THE OWNER AND/OR HIS TENANT.**

PLEASE BE COURTEOUS OF ALL KVE RESIDENTS AND REFRAIN FROM ANY EXCESSIVE OR UNNECESSARY NOISE. ALWAYS LEAVE THE REC CENTER READY FOR THE NEXT EVENT.

PLEASE NOTIFY HAWAIIANA MANAGEMENT COMPANY IF ANY PROBLEMS OCCUR PRIOR TO YOUR EVENT AT 930-3218 EXT. 371 OR 370.

[] **Please initial that you have read and understand the above paragraph.**

[] Please have a copy of this form with you at the facility on the day of your event.

PRINT NAME _____

DATE OF EVENT _____

EVENT START TIME _____ EVENT END TIME _____

PURPOSE OF FUNCTION _____

APPROXIMATE NUMBER OF GUESTS _____

EMAIL ADDRESS _____

PHYSICAL ADDRESS _____

MAILING ADDRESS _____

TELEPHONE NO. _____

SIGNATURE _____

Please check box: Homeowner Tenant LOT #: _____
(Required)

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| <p>OFFICE USE ONLY: Date sent to BOD: _____, # _____ Use of Rec. Center (i.e. 1st, 2nd, etc.)</p> <p>Security Deposit Rec'd: _____ and Mailed to Honolulu: _____</p> <p>Check Request submitted for Refund: Date: _____ Amount of Refund: _____</p> |
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