



“The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community.”

2025

**FACILITY USE APPLICATION (Form not for Parties/Concerts/Events)
One Time Kitchen Use**

Thank you for your interest in using our facilities. Please return completed form to WCA Office: 66-434 Kamehameha Hwy, Haleiwa, HI 96712. Our phone/fax is (808) 637-4606. Email: wca96712@hawaii.rr.com

Section 1 – Applicant

Organization/Name: _____
 Contact Name: _____ Email: _____
 Best Contact Phone: _____ Alt Ph: _____
 Mailing Address: _____
 City/State/Zip: _____

Section 2 – Use of Facilities

Facility Requested: Gym _____ Cottage _____ Atherton Room _____ Lawn _____ Kitchen (1x Use) _____
 Date Requested: _____ Time requested: _____ AM /PM to _____ AM /PM
 Have you used the WCA facilities in the past? _____
 What is the purpose for your meeting/event?: _____

Section 3 – Fees (Subject to change without warning)

Only Checks or Money Orders, No Cash

Gym	\$40.00 hourly
Atherton Room	\$25.00 hourly
Kitchen (for hourly event use)	\$ 25.00 hourly
Lawn	\$50.00 hourly
Cottages	\$30.00 hourly
Parking Lot (Car Washes)	7:00 am – 3:00 pm (Check Office for Current Rate)

There will be a \$25.00 return check fee on any payment returned for non-sufficient funds.



“The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community.”

Section 4 – Terms and Conditions

In this section are laid out all terms and conditions for use of the WCA facilities. There will be no exceptions to these rules and the rules will be strictly enforced.

The term “Renter” used herein will in all cases mean the person or entity indicated by the signature on this contract. If the entity is not a partnership, joint venture, for profit or non-profit organization duly organized and registered with the Department of Commerce and Consumer Affairs, State of Hawaii, the term will also include the specific individual or individuals executing this agreement and in such cases no attempted limited endorsement will be effective.

A Community Event is a not for profit generating event open to the public without an entry fee and does not involve the sale of commercial items. It can, however, be used to educate the public on items that may benefit individuals and/or the community. The WCA premises cannot be used as a venue for commercial enterprises. Please answer the following:

- _____ 1. Will the public be charged a fee for entering the event? If yes how much? _____
- _____ 2. Will the event be used to generate commercial/personal income?

Time available for use: Check with office manager for availability of time and day desired. Renter will be allowed one hour prior to event to set-up. If a longer time is required, please check with the office manager. Renter will be allowed one hour after event for clean-up. Evening events must be completed by 10:00 pm that same evening, and all persons must be off the premises by 11:00 pm. Kitchen users must assure that kitchen is left clean. Nothing is to be left in the refrigerator. A \$30.00 fee will be charged if kitchen has not been cleaned. Before stove can be used, our maintenance staff must show individual responsible on proper use of stove.

All reservations and agreements are made and subject to the rules and regulations of the Waiialua Community Association and the following conditions of the Terms of this contract (initial next to each statement):

- _____ 1. **Absolutely no Alcoholic Beverages allowed without Event Insurance that includes use of alcohol. No glass beer bottles or glass drinking ware.**
- _____ 2. Maximum occupancy of the gym is 299 people
- _____ 3. Lawn users are to take care not to damage lawn or plants

Responsibility and Liability

Renter will assume full responsibility/liability for any injury to any and all persons whether they are their agents, employees, guests at the event, or public in general arising out of the use, occupancy of the WCA that is caused by the Renter, his/her agents, employees, guests, licensees, or invitees. The Renter will indemnify, defend, hold and save the WCA harmless from and against any loss.

Signatures of Authorized Person

Date

Print Name



“The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community.”

For WCA Office Use Only				
Rental (Full Amt.)				
Payment Received:		<input type="checkbox"/> Full <input type="checkbox"/> Deposit	Date:	Receipt #
Balance Due		Paid on:		Receipt #
Facilities Clean				
Any Damages				
Final Approval by Exec. Comm.				Date: