

**OCEAN POINTE RESIDENTIAL COMMUNITY ASSOCIATION (OPRCA)
COMMUNITY CENTER MEETING ROOM RENTAL APPLICATION**

91-6545 Kapolei Parkway Ewa Beach, HI 96706
Phone: 808-689-7500 Fax: 808-689-7555 Email: design@oprca.com
Website: www.oprca.com

Date of meeting: _____

Name of Association: _____

Community Manager/Point of Contact: _____

Best Contact #: _____ Email: _____

Community Center Meeting Room Rental Hours and Fees:

Available: M/T/W/T/F Hours: _____

Use of Community Center: All Homeowner Associations from Hoakalei have restricted use of the Community Center for the sole purpose of conducting Board/Committee Meetings with a flat rate fee of \$100.00. Use/reservation of the Community Center is subject to availability. Ocean Pointe Residential Community Association and all Ocean Pointe sub-associations are excluded from the rental fee.

Confirmed Reservations: Completing this form does not confirm and/or guarantee the reservation date. An OPRCA staff member must review the application, grant its approval and have received required payments.

Returned Checks: Checks dishonored or returned by a financial institution will result in immediate cancellation and loss of reservation ability. OPRCA penalty charges will apply to all dishonored/returned checks as set by the financial institution.

Cancellation: Cancellation notices must be submitted in writing within fourteen (14) days prior to the event date to receive a full refund. No refunds are made for cancellations less than fourteen (14) days prior to the event date. Rescheduling of meeting date is subject to availability.

Damages/Losses: The Association is responsible for any loss or damages to equipment or the facility including reasonable collection fees and costs if deemed necessary. OPRCA assumes no responsibility for property brought into the Community Center by the Association.

Damages to any Community Center property or grounds will be charged to the Association. If there are any outstanding balances, the Board of Directors, OPRCA staff and/or managing agent has the authority to deny future use of the Community Center and will take legal action for full reimbursement.

Set Up & Clean Up – Community Manager must ensure proper clean-up of the Community Center. Tables and chairs will be cleaned and placed back in its original location. All trash will be removed and disposed of in the large trash bin behind the Community Center. Additional cleaning fees may be applicable.

Office use only:

Date Application Received: _____ Payment: _____ Check #: _____