HAWAII TOKAI
INTERNATIONAL COLLEGE
2241 Kapiolani Boulevard
Honolulu, Hawaii, 96826 • U.S.A

FACILITIES USAGE AGREEMENT

Contact Name(s):	Function Date: (mm/dd/yy)
Organization:	Phone:
Address:	Fax:
	P.O. #

User is: ☐ Government agency ☐ Non-profit (submit IRS certification letter) ☐ Other

Title of program _____ # of attendees _____

Function will begin at _____ ☐ am ☐ pm on _____
and end at _____ ☐ am ☐ pm on _____

Check room(s) requested: ☐ Auditorium ☐ 19th Floor ☐ Classroom(s) How many?_____
(Rooms are provided "as is." You may have HTIC remove, add, or reconfigure furniture for a set-up fee of $50.00-$200.00. **If you require that your meeting room be specially arranged, please attach a sheet with a sketch and description of the desired set-up**.)

Audio-Visual Equipment (write number needed, and "W" if you need wireless mike):

☐ Overhead projector	☐ Slide projector	☐ Easel
☐ Television	☐ Slide tray	☐ Easel with paper
☐ VCR	☐ Laser pointer	☐ Karaoke/CD player
☐ Video Projector	☐ Tape recorder	☐ Portable white board or screen

Microphone(s) _____On lectern _____Standing _____Tabletop _____Lavalier _____Hand-held

Dorm rooms needed? (Check) ☐ No ☐ Yes (If yes, **Complete Dorm Room Request form.**)

Additional comments/instructions:

Client has read and agrees to abide by terms and conditions of all written information received from Hawaii Tokai International College, especially the "Facilities Usage Guidelines and Rules" and this form, and understands and agrees that:

1. A surcharge of at least $25 will be assessed if food and/or beverages other than bottled water are brought into classrooms. An additional surcharge will be assessed if damage results.
2. A maintenance fee of at least $25 will be assessed if large amounts of rubbish are left in the room or if furniture in a room is not returned to its original position.
3. A fee equivalent to the cost of repair or replacement will be assessed if damage to the premises or its contents results because of carelessness or abuse by the client or the group.
4. Requests for changes in room, equipment or set-up received less than three working days before an event are subject to an additional surcharge.
5. Cancellations made within two weeks of the scheduled event must be done verbally and in writing. Such late cancellations are subject to surcharges.
6. HTIC reserves the right to assign meeting and dorm rooms as necessary.

_____ _____
Authorized Organization Representative Date