

**STATEMENT OF POLICY FOR USE OF MEETING ROOMS
IN THE METROPOLITAN OFFICE
FOR NON-YMCA, NON-PROFIT ORGANIZATIONS**

1. The YMCA of Honolulu welcomes the use of its meeting rooms in the Metropolitan Office by organizations that are a 501 (c) (3) non-profit, charitable organization.
2. FEE CHARGE (to cover administrative and maintenance cost):

	Cost	Total
Atherton Board Room	\$75.00 – ½ day	
Atherton Board Room	\$125.00 – full day	
Haig, Aull and China Rooms	\$50.00 – ½ day	
Haig, Aull and China Rooms	\$75.00 – full day	

3. The **Atherton Board Room** seats 40 utilizing tables and chairs. Theatre style seating can accommodate up to 60 participants. The **Haig Room** seats 20 utilizing tables and chairs. Theatre style seating will seat 40. The **Aull Room** seats 8 at one table. The **China Room** seats 6 at one table.
4. Requests for use of a meeting room in the Metropolitan Office must be made seven (7) days prior to the meeting, but no earlier than one year prior to the meeting date. The request should be made by calling the Metropolitan Office at 531-3558. Meetings will be scheduled on a first come, first served basis.
5. Meeting rooms are available from Monday through Friday starting at 7:30 a.m. and ending by 5:00 p.m. The meeting rooms in the Metropolitan Office are not available on holidays, Saturday and Sunday.
6. Audio and Video equipment is available for use only in the Atherton Board meeting room. Arrangements for use must be confirmed seven (7) days prior to the meeting. Meeting Room users are responsible for all other supplies (e.g. copies, writing paper, flip charts, pens/pencils, etc.)

Equipment	Cost	Total
Projector Screen	\$25.00	
Overhead Projector	\$25.00	
LCD Projector	\$50.00	
Easel	\$20.00	

7. Parking is available during meeting hours only. Parking passes are limited to **ONLY 5** per meeting group.
8. Meeting rooms are not available for private parties. There shall be no selling of products or services at the meetings.

9. Food and beverages are allowed in all meeting rooms. The organization using the room is responsible for clean up. Alcoholic beverages and smoking are prohibited on ALL YMCA property. After each meeting, all furniture must be returned to its original arrangement and the room left in the condition in which it was found. The organization using the meeting room will also be responsible for any damage to YMCA of Honolulu property.
10. The YMCA of Honolulu is not responsible for lost or stolen items that are left in the meeting rooms.
11. Payment may be made by cash, check or credit card. If paying by check, it should be payable to the YMCA of Honolulu.
12. Payment is to be mailed prior to the YMCA of Honolulu, 1441 Pali Highway, Honolulu, Hawaii 96813, Attn: Metropolitan Office.
13. An organization not abiding by the regulations and policies governing the use of the meeting rooms may lose their privilege of use in the future.

Organization Name _____

*Please indicate if you are a Non-Profit Organization 501[c] (3) YES NO

Purpose of Meeting: _____

Address _____

Contact Name _____ Phone: _____

Email: _____ Fax: _____

Date of Meeting: _____ Time: from _____ to _____

Number of attendees: _____ Room selection: Board Haig Aull China

Signature

Date

YMCA approval signature

Date

Fee Waived: YES NO