

MEETING ROOM USE

POLICIES AND PROCEDURES

The Meeting Room is a general use facility available for meetings, workshops, lectures, receptions, and other social events. Scheduling is organized through the AOA Administrative Office.

GUIDELINES FOR USE

- Permitted use of the room includes business, seminars, and social events.
- Usage is restricted to AOA, Owners, and entities that have offices in the building.
- Due to fire laws, events scheduled in the Meeting Room must not exceed maximum capacity for the room of 48 persons.
- In order to ensure adequate cleanup, all users are subject to a \$100 deposit which will be collected upon booking of the space. (TIOA & Aston exempt from this deposit requirement.) This deposit would cover any cleaning cost and/or damages if the room is not turned in the as-is condition. Cash or check is accepted. Please make check payable to The Whaler on Ka'anapali Beach, AOA. If Owners perform cleanup and turn the room over in as-is condition, the deposit will be returned in full. Other permitted users are expected to employ their own clean-up crews to leave the room in as-is condition.
- Loud or noisy events only permitted during limited times; Quiet Hours: 10pm-8am during which times all occupants shall avoid making noises and using musical instruments, radios, televisions, and amplifiers in such manner as may disturb other occupants.
- Access will be permitted only during pre-identified times Hours available to rent: 6am to midnight, 7 days a week. (Please note AOA Quiet Hours policy for the property)
- The Meeting Room is scheduled as an "as-is" space. The Owner or permitted user will be responsible for setting up the room, taking it down, and cleaning up. Limited furniture is available. Please indicate furniture requests upon booking the space. Furniture must immediately be returned to AOA Utilities Department after the event.
- Wall decorations permitted are minimal. Tape, tacks and staples are not permitted on the walls. All decorations must be removed immediately following the event. The walls, ceiling, and room must be returned in the as-is condition.
- The Whaler is a non-smoking facility. Smoking is always prohibited in the Meeting Room. If evidence of smoking is detected and requires deep cleaning to remove odors or stains, the clean-up costs will be assessed to the Owner or permitted user.
- Failure to follow security, food, beverage setup & cleanup policies will result in the loss of future scheduling privileges for the Meeting Room.

PROCEDURES

Scheduling

- AOA has priority use of the Meeting Room, for AOA Business. The AOA Administrative Assistant keeps the calendar for the Meeting Room. Please inquire with the AOA regarding dates and times the Meeting Room is available for use by Owner or permitted user.
- Events scheduled may not conflict with other activities that have been scheduled prior to your request.
- Owners can schedule events up to 45 days in advance.

- Users that do not have a Meeting Room access key must see AOA or Security to allow access to the room.

Inspections

- Pre-inspection checklist will be completed by AOA Utilities or AOA Security to inventory items in the room and assess room conditions prior to releasing the room to the Owner or permitted user.
- Post-inspection checklist will be completed by AOA Utilities or AOA Security to ensure the room is returned in the as-is condition of the room prior to use. Should there be any property damage(s), AOA Security will write up a Property Damage Report and take pictures. AOA Management will assess damages and invoice the Owner or permitted user for the amount to repair damages. The amount will come out of the deposit. If the cost of damages exceeds the deposit, the full deposit will be forfeited and the Owner or permitted user will be assessed for any remaining charges.
- Users are expected to lock the Meeting Room after the event.

ADDITIONAL INFORMATION

Any additional questions regarding scheduling of rooms, deposit for the room, options and requests for setup, etc. please direct to AOA Administration:

Owner Services: (808) 661 6003 ownerservices@kaanapaliwhaler.com

Any additional questions regarding pre-event and post-event inspections please direct to AOA

Security: John Reis: (808) 661-6900, john.reis@kaanapaliwhaler.com

MEETING ROOM USE AGREEMENT

_____, Owner of Unit _____

hereby agree to the terms of use of the Meeting Room and agree to adhere to the policies and procedures governing its use.

Owner/Permitted User Signature _____ Date _____

\$100 Deposit Collected _____ \$100 Deposit Returned _____

Owner Signature _____ Owner Signature _____

AOAO Management Use

\$100 Deposit Collected _____ \$100 Deposit Returned _____

AOAO Signature _____ AOA Signature _____

Event Type _____

Event Date _____ Event Time _____

Additional Comments

MEETING ROOM FACILITIES CHECKLIST Meeting Room Conditions

(AOAO- initial to indicate satisfactory conditions)

Pre-Event	Post-Event	
_____	_____	Empty kitchen & restroom trash containers
_____	_____	Center marble table wiped clean
_____	_____	Kitchen counters wiped clean
_____	_____	Fridge, microwave, stove, and sink wiped clean
_____	_____	Bathroom counters wiped clean
_____	_____	Kitchen and restroom floors free of debris
_____	_____	Carpeting, free of debris

Meeting Room Inventory (AOAO- indicate how many pieces)

Pre-event	Post-Event	
_____	_____	Leather Chairs
_____	_____	Audience Chairs
_____	_____	Tables
_____	_____	Flatware
_____	_____	Serving Utensils
_____	_____	Pots/Pans
_____	_____	Serving Dishes

Pre-event Conditions & Inventory Verified

AOAO Staff _____
Owner/Permitted User _____

Post-Event Conditions & Inventory Verified

AOAO Staff _____
Owner/Permitted User _____

Inspections

- Pre-inspection checklist will be completed by AOAO Utilities or AOAO Security to inventory items in the room and assess room conditions prior to releasing the room to the Owner.
- Post-inspection checklist will be completed by AOAO Utilities or AOAO Security to ensure the room is returned in the as-is condition of the room prior to Owner's use. Should there be any property damage(s), AOAO Security will write up a Property Damage Report and take pictures. AOAO Management will assess damages and invoice the Owner for the amount to repair damages. The amount will come out of the deposit. If the cost of damages exceeds the deposit, the full deposit will be forfeited and the Owner will be assessed for any remaining charges.

Any additional questions regarding pre-event and post-even inspections please direct to AOAO Security: Tomas Alday-Morales- (808) 661-6900, john.reis@kaanapaliwhaler.com

