Scheduling Procedures for
Hu'elani Clubhouse Lanai Event Reservations

1. **Request Form**: Print out and complete the User Contract form from the Hu'elani website. If you do not have access to a computer, contact the Duty Manager at 808-783-4185 during office hours. Remember the office is closed on Sunday and Mondays.

2**. Deposit**: Turn in the User Contract form to the Duty Manager along with a $100.00 security deposit. The security deposit must be paid by check only. The Duty Manager will hold the deposit until after the event and completion of a post cleanup inspection. You may pick up your deposit the day after your event or the next business day if your event falls on a day the office is normally closed. The Duty Manager will shred any checks not picked up within 72 hours of the event date.

3. **Scheduling**: Residents will be added to the schedule and calendar based on a first come-first served basis. Applying residents will be notified within 3 days of any scheduling conflicts.

4. **Confirmed Reservations**: Reservations will be confirmed and added to the schedule only following receipt of the deposit *and* the completed User Contract form, accepted (by signature) by the Duty Manager or designated representative. The schedule will be posted on the website (under **Calendar**) - accessible from any of the website pages. Once the reservation has been confirmed the event will appear on the calendar on the website and will also be posted on the Message Board outside the pool entry gate.

5. **Pre-Inspection**: No more than one day prior to the event the Duty Manager, Recreation Center Chairman or designated representative and the resident scheduled to use the clubhouse lanai will do a walkthrough of the facility to inspect for cleanliness and any visible damages to the lanai, furniture or fixtures and complete an inventory of lanai furnishings. This inspection will be documented on the "**Pre/Post Usage Inspection Worksheet**" Note: the same form will be used to complete an inspection and inventory after event is concluded.