

FACILITY REQUEST FOR USE OF ISC HONOLULU FACILITIES

From: _____
 Unit: _____
 Email: _____

Phone (W): _____
 Phone (H): _____
 Fax: _____

1. I request permission to use the following Coast Guard facility:

ISC Facilities

- ___ Gymnasium
- ___ Pool
- ___ Ball Field
- ___ Picnic Area
- ___ Pavilion

Club 14 Facilities

- ___ Banquet Room (max cap 132)
- ___ Dining Room (max cap 65)
- ___ Lanai / Pavilion (max cap 175)

Wailupe Facilities

- ___ Community Center
- ___ Pool
- ___ Tennis Court

Special Request Items:

- ___ Food and Beverage Call 842-2961/2973
- ___ Coffee (75¢/person or \$7.50/pot)
- ___ Catering
- ___ Computer and Projector w/ Sound
- ___ Computer and Projector w/o Sound
- ___ Overhead Projector and Screen
- ___ DVD
- ___ VCR
- ___ Power Point w/ Sound
- ___ Power Point w/o Sound
- ___ TV

Day(s) / Date(s) of event. List all dates if multiple and days of week _____

From: _____ To: _____
 (Include set up & clean up time)

2. Purpose: _____

Approximately _____ people attending: _____ Active Duty Military _____ Civilians _____ Reservists

3. I request permission to serve alcohol at this function. _____ Initial here. BY INITIALING THIS STATEMENT I WILL ENSURE THAT NO INDIVIDUAL ATTENDING THIS FUNCTION OPERATES A VEHICLE WHILE LEGALLY INTOXICATED.

4. All Club 14 rooms are equipped with tables and chairs. **Meetings and training room setup arrangements will be the responsibility of the requestor.**

5. I have read the regulations on page two (2) of this application. I will be present and shall be personally responsible for the conditions listed.

I am _____ in the _____
 (Military Status) (Branch of Service)

 (Name of Sponsor) (Signature of Requestor) (Date)

If this is a unit function, signature of CO or XO required:

 (Signature) (Date)

*** Reservations: 842-2953 *** Fax: 842-2959 ***

OFFICE USE ONLY

Date Received at MWR Office: _____ Received By: _____

1. The Request facility is approved / disapproved (Circle One)

2. Remarks: _____

3. Rental Fees: _____ Deposit Due: _____ Remaining Balance _____ Paid _____ Voucher _____

 (MWR Director's Signature) (Date)

If required, Second Endorsement:

1. Use of facilities space is approved / disapproved (Circle One)

2. Serving beer at the function is approved / disapproved (Circle One)

 (Executive / Commanding Officer's Signature) (Date)

FACILITY USER RULES

1. Facility requests are coordinated through ISC Honolulu's MWR Office.
2. All facilities are Coast Guard Property and people are subject to the same discipline and controls that apply to all that enter a military reservation.
3. All facility requests that have more than 20 people in attendance must have a ratio of 1 supervisor to every 20 people.
4. The facilities requested may be used only for legal purposes. Illegal or improper conduct of any sponsor or guest will make the participants subject to ejection from the premises and possible arrest.
5. If you are having civilian guests, a list of their names must be submitted with this request. This allows proper notification of the gate guard, who will allow the listed guests to enter the ISC.
6. Cleanup details are the requestor's responsibility. Facilities shall be left in the same or better condition than found.
7. Before 4:00pm, you may park in the last five spaces of the Coast Guard Exchange parking lot. After 4:00pm, you may use all of the Exchange parking lot. Extra parking is available at any time by the Echo pier (north forty).
8. At the Wailupe Community Centers, no loud music or amplifiers are allowed.
9. All parties and functions must be terminated by 11:00pm.
10. The authorized use of alcoholic beverages does not excuse the standard of performance and conduct required of all personnel aboard. The privilege of possessing or consuming alcoholic beverages may be rescinded by any personnel in the chain of command who observes inappropriate or offensive behavior resulting (or appearing to result) from abuse of this privilege. Such revocation may be applied to individuals, groups within the organized activity, or the entire activity. This will not be subject to review or appeal.
11. Whenever and wherever alcoholic beverages are provided as part of an organized activity, including private parties, non-alcoholic beverages must be provided under the same conditions. For example, if beer is provided free after a ball game, sodas likewise must be provided for free.
12. Personnel under the age of 21 are prohibited from purchasing or consuming alcohol in accordance with applicable laws of the State of Hawaii.
13. The consumption of alcoholic beverages at any time or place other than requested is **STRICTLY PROHIBITED!**
14. For Wailupe reservations, a two-week notice is required to obtain permission for use.

RENTAL FEES

1. Rental fees for ISC and Wailupe facilities, except the pools and Club 14 are:
 - a. \$20.00 per hour. Minimum 2 hours.
 - b. Additional fee of \$30.00 per hour will apply to late departures.
 - c. ISC rental period is a maximum of 6 hours or 11:00pm, whichever comes first.
 - d. Wailupe rental is a maximum of 6 hours, or 8:00pm for tennis and 9:00pm for the recreation building, whichever comes first.
2. Club 14 fees vary according to the size of your party, staffing, and special requests such as food, linen, dance floor, music, etc. Room rentals reflect a flat fee for 6 hours.
 - a. Banquet room is \$200.00. Extra hour fee is \$70.00 per hour.
 - b. Dining area is \$75.00. Extra hour fee is \$30.00 per hour.
 - c. Lanai is \$150.00. Extra hour fee is \$50.00 per hour.
 - d. Rental for the entire Club is \$400.00. Extra hour fee is \$100.00 per hour.
3. Bartender Fee:
 - a. Sunday: \$75 flat rate for 6 hours. Each additional hour is \$20.
4. Pool fees are as follows:
 - a. Up to 40 people is \$40.00 per hour
 - b. 41-60 people is \$55.00 per hour
 - c. 61-80 people is \$70.00 per hour
 - d. 81-100 people is \$85.00 per hour
 - e. 101-120 people is \$100.00 per hour.
 - f. Minimum 2 hours per party or maximum of 6 hours or 8:00pm, whichever comes first.
 - g. A two week notice is required.
5. Full payment is due 3 days prior to facility use. If deposit is not received, confirmed reservations will be cancelled. No refunds will be granted for reservations cancelled less than 24 hours prior to event.