



2933 Poni Moi Road, Honolulu HI 96815

USE OF THE BUILDINGS AND GROUNDS

We are pleased to have the campus at La Pietra used by the community, within limits of pertinent laws and in consideration of our neighbors. A Reservation Form must be completed and the site use fee and deposit paid in advance to secure the date and time for the event. Contact the Campus Use Coordinator to begin the process.

GUIDELINES

1. For groups of 100 or less guests:
 - a. Clients must secure one (1) off-duty police officer for the event. The name of the officer must be provided to La Pietra within three (3) days of the event.
2. For groups with over 100 guests:
 - a. A required professional event planner is required for the group using the facility who will supervise. All activity and must be on-site for set-up and breakdown, from the first arrival to the last departure. The planner will also serve as the main point of contact for the on-site La Pietra campus personnel assigned to the event.
 - b. Clients must secure two (2) off-duty police officers for the event. The name of the officers must be provided to La Pietra within three (3) days of the event.
3. Events must not interfere with the school's programs, which will always take precedence.
4. All events must be completed, cleaned up, and the grounds cleared in accordance to the Reservation Form's accepted timeframe; 10:30PM at the latest.
5. Client is responsible for all setting up, tearing down and cleanup.
6. Amplified music and other loud noises are not permitted on the side lawn. Amplification (provided by client) for any event has limits and should be discussed in advance.
7. Events requiring parking of more than 50 cars require insured valets. Parking on the grass is never allowed.
8. All groups, individuals, or organizations must indemnify the school before an event is scheduled.
9. Classrooms, Student Learning Center and lounges may NOT be used. Only Fountain Courtyard restrooms may be used.
10. Rehearsals and additional set-up times will require additional fees.
11. Planters, benches and other furnishings must be returned to their initial placement.
12. Alcoholic beverages will not be served to minors.
13. Smoking and open flames are not permitted at La Pietra, anywhere on the premises, including but not limited to votive candles.
14. Photographers must have clearance to use the school grounds. A Reservation Form must be completed and the site use fee paid in advance.

CERTIFICATE OF INSURANCE COVERAGE General liability insurance must be provided by the renting party which names La Pietra – Hawaii School for Girls, its directors, trustees, officers, administrators, employees, and agents as additional insured. The renting party is further obligated to collect and furnish certificates of insurance that includes workers compensation coverage for all vendors.

CAPACITY

- Fountain Courtyard affairs can accommodate 200 persons, 150 for sit-down dining. The outer perimeter of the Courtyard is under cover.
- The Great Lawn can handle 300 persons and is often tented when weather is a threat.
- With valet parkers, the campus can hold 150 cars.

EQUIPMENT Clients and caterers are responsible for providing their equipment and supplies, and for clean-up.

SETTING UP AND CLEANING UP The earliest the campus is open for setting up is 8:00AM on Saturday. If the site is decorated and supplies delivered, the Client assumes all responsibility for their security. Nails may not be used in walls, and all wires/tapes and floral decorations must be removed during cleanup. Set-up time and cleanup time must be included in the reservation.

PLANNING SESSION A planning session walk-through before the event should include inspection of the food preparation and serving facilities, and standard lighting available. Additional lighting for the Great Lawn may be requested for a fee.

ELECTRICAL Large-scale electrical needs that exceed the available amperage (80 amps) must be cleared with the school in advance and will require a separately coordinated generator. This applies especially to musical events using amplification provided by renters on the Great Lawn.

CLOSING UP A member of the school staff will remain on campus for the duration of all events. They will open and lock/secure the premises and will be available for consultation during the event.

La Pietra – Hawaii School for Girls Campus Use Check-Out Form

Client: _____ Date: _____ Time In: _____ Time Out: _____

- Trash bagged and hauled away, or placed in assigned area
- Kitchen cleaned, and left in original condition
- Planters & benches returned to assigned area
- All areas of campus restored to original condition

If not, list discrepancies:

Client Signature

La Pietra Representative Signature