

Conference Room Rental Agreement **BELLOWS** AIR FORCE STATION

HOURS OF OPERATION

Mon – Fri, 9 am – 5:30 pm

• **48 OCCUPANTS (MAX CAPACITY)**

• **\$50 CLEANING DEPOSIT FOR ALL RENTALS**

• **NO FOOD ALLOWED**

• **COVERED DRINKS ONLY (NO ALCOHOLIC BEVERAGES)**

GENERAL POLICIES

- All BBQ/grilling charcoal **MUST** be disposed of in designated coal pits. **DO NOT** place coals or ash into dumpsters, leach/septic mounds outside cabins, or in dunes. BBQs/grills are **NOT** permitted on the beach. Cabin BBQ grills **MUST** be kept at your unit.
- Firearms, archery bows, throwing knives/hatchets, air rifles/pistols, and any other illegal or dangerous weapons are **STRICTLY PROHIBITED**.
- **NO** cell phone use while driving. Speed limit 10 mph when passing pedestrians.
- **NO** swimming after dark. Lifeguards on duty daily.
- Nature trail, pavilions, picnic areas, and playground are closed after dark.
- **NO** landing and/or launching privately-owned motorized watercraft.
- **NO** glass containers and/or alcohol consumption on beach or nature trails.
- **NO** open fires, fireworks, portable fire pits, or metal detectors.
- **NO** drones or personal aircraft.
- Group gatherings **over 20 people REQUIRE** a facility rental.
- **NO** smoking/vaping in rental units. Smoking in designated areas only (50 ft away from any building.)
- **NO** digging, except at the beach shoreline, without review by Bellows Environmental Program.
- **NO** feeding or hunting feral animals.
- Authorized fishing areas are limited to the jetty (adjacent to Waimanalo Stream), between cabins 449B and 455B, and from cabin 455A up to the Distinguished Visitor fence. **The Distinguished Visitor area beyond the fence is OFF LIMITS. Occupants of beachside cabins between 315B to 449B are permitted to fish outside their cabins, provided they are on the rental agreement. All other areas, including the beach, are prohibited.**
- Recycle and use trash receptacles. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 and throughout the property. Dispose of coals in marked dispensers ONLY.
- **SEE BELOW FOR PET POLICY**

INITIALS	AUTHORIZED CARDHOLDER/SPONSOR Read and initial next to each item.
	I am the authorized DoD cardholder/sponsor. I understand that I am responsible for my conduct and the conduct of my dependents and sponsored guests. As the authorized cardholder/sponsor, I must be on site from AT ALL TIMES to account for each guest. I agree to the terms below.
	A SPECIAL FUNCTION AGREEMENT and AUTHORIZED GUESTLIST are required for functions with 10 or more unauthorized guests (non-DoD ID cardholders). I MUST contact SECURITY FORCES to obtain and submit these documents.
	I understand each authorized DoD ID cardholder is authorized to sponsor a maximum of 48 unauthorized guests.
	My reservation allows a maximum of 48 occupants.

INITIALS	SPONSORING GUESTS Read and initial next to each item.
	Bellows AFS is a military installation; federal rules and regulations apply. All guests are responsible to abide by Bellows AFS policies. For details, I may refer to guest books, bulletin boards, and/or website. I may also contact the FRONT DESK or SECURITY FORCES for questions or concerns.
	All non-DoD ID cardholders must be sponsored onto the installation by an authorized cardholder. For further information, I will refer to the SECURITY FORCES section at www.bellowsafs.com , contact the BASE DEFENSE OPERATIONS CENTER at (808) 259-4200 or (808) 448-4916, or email 18fssdet2bellows.sf@us.af.mil .
	Guests without an approved government-issued credential or state driver's license compliant with the Real ID Act of 2005 are REQUIRED to provide a second form of identification prior to being granted installation access.
	ALL guests are subject to criminal background checks prior to accessing the installation. Guests with unfavorable information WILL BE DENIED access to the installation, regardless of sponsorship by authorized DoD ID cardholders.
	All non-DoD affiliated guests under the age of 16 MUST have a school ID or photo ID on their person at all times. All non-DoD affiliated guests age 16 and over MUST have a valid government/state ID on their person at all times.
	Foreign National guests will NOT BE ALLOWED base entry unless/until they have been properly vetted through SECURITY FORCES. Requests are accepted ONLY within a three (3) month to thirty (30) day window.
	All vehicles entering Bellows AFS must be ready to present the following items to the Sentry. All vehicles are subject to search. <ul style="list-style-type: none"> • Current driver's license • Current vehicle registration • Rental Agreement (if applicable) • Current proof of insurance • Current vehicle safety inspection

INITIALS	GENERAL CONFERENCE ROOM RULES Read and initial next to each item.
	I will report any problems/issues with the rental unit to the FRONT DESK within the first 30 minutes of check-in . Refunds may NOT be authorized for unreported issues beyond the 30-minute period.
	Refunds will NOT be granted due to weather, beach closure, power outages, insects, or other acts of nature (including loss or damage to personal property). Claims for damage/loss of personal property may be filed at any Military Legal Assistance office.
	Dogs are permitted on the installation from sunrise to sunset in outdoor spaces unless staying in designated dog-friendly lodging and HAVE A SIGNED GUEST PET POLICY AGREEMENT. Dogs are NOT PERMITTED in any building or under any covered structure, including condos, pavilions, outdoor deck, Turtle Cove, and AAFES. Service Animals are allowed overnight with lawful inquiry. NOTE: Per the ADA, therapy/comfort animals are NOT CONSIDERED "service animals". For more info, please visit https://adata.org/publication/service-animals-booklet . UNAUTHORIZED PETS/ANIMALS ARE SUBJECT TO EVICTION WITHOUT REFUND AND A \$250 FEE. See Bellows Pet Policy at https://www.bellowsafs.com/pets .
	I will NOT attach fasteners, screws, nails, eye bolts, etc. to the rental facility. I will be charged for any/all damages to government property.
	I understand that only 1 freestanding professional sign may be displayed for my event. Signs are PROHIBITED from being secured, fastened, or taped to any utility pole, street sign, or tree.
	Food and/or alcoholic beverages are NOT permitted in the CONFERENCE ROOM. Covered, non-alcoholic beverages are permitted.
	Ice, sinks, refrigerators, decorations, or any type of storage are NOT provided.
	Trash bags are NOT provided. I MUST provide my own trash bags for my space and place all trash in the dumpsters prior to check-out. Bellows AFS encourages all guests to recycle cans and bottles. Recycle bins are located around Bldg. 220 (RESERVATIONS) and throughout the property.
	Smoking (including e-cigarettes, vaporizers, etc.) is NOT permitted in the CONFERENCE ROOM. Failure to comply with this policy will result in an additional \$250 Cleaning Fee.
	I understand the following CONFERENCE ROOM equipment is available for use: television and laptop connector. Should I choose to utilize any of the equipment and cause damage, I am responsible for the cost of repair and/or replacement.
	I will be considerate of neighboring Bellows AFS Staff and guests. I understand that excessive noise, profanity, or disturbance are grounds for immediate eviction. Complaints from other patrons or personnel regarding excessive noise, disturbances, or any policy violations may result in eviction without refund, loss of Bellows AFS privileges for up to one year, or debarment.
	I understand my \$50 cleaning deposit will be forfeited and additional charges may be incurred if trash is present and/or tables and chairs are rearranged and not returned to their original configuration.

By signing below, I acknowledge responsibility for the aforementioned policies. On behalf of myself and my sponsored guests, I further agree to exercise care to prevent damage or policy violations. Failure to comply with installation policies may result in eviction without refund, loss of Bellows AFS privileges (for up to one year), and/or debarment.

PRINTED NAME / SIGNATURE: _____ **DATE:** _____

STAFF INITIALS: _____