

Clubs & Amenities Committee
Meeting Minutes
May 3, 2022 at 2:00 pm in the Crown Center

Present were committee members: Mary Delamater, Laurie Petrie, Sherrye Steffens & Gayle Waiwaiole

A discussion of procedures to allow groups that are not clubs to hold public gatherings using KCCA rooms with the rental fee waived led to the following recommendations:

- A separate form will be developed for groups that meet the following criteria:
 - The event must be available to all KCCA residents at no charge.
 - The event will provide a form for discussion of issues pertinent to the KCCA community.
- Mary volunteered to develop a draft of a form to be used for this purpose.

The Room Rental Form was discussed and a few changes were agreed upon. The biggest change was to move the signature of the renter to the first page.

- Mary volunteered to develop a draft of the form that incorporates these changes.

An updated Room Use Policy & Rules form was discussed and Sherrye volunteered to check on the official capacity of each room so this information can be added to the form.

At the next meeting the committee will review instructions for use of the banquet room.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, June 7, 2022 at 10:00 am in the Crown Center.

Prepared by Gayle Waiwaiole, Secretary