

Clubs & Amenities Committee  
Meeting Minutes  
June 6, 2022 at 10:00 am in the Meeting Room

Present were committee members: Mary Delamater, Laurie Petrie, Valerie Schuyler & Gayle Waiwaiiole

The committee discussed an update to the room rental policy that would clarify the fee waiver proposal for room rentals. Mary said she would send a draft to the committee for review of a recommendation to the board that would allow room use free of charge for member group events open to all KCCA members and also for clubs wanting to hold special events outside their normal schedule.

Mary said she would take on the assigning of event advisors for private event room rentals.

It was agreed that Deborah would be asked to complete the excel version of the room rental worksheet used to determine amount to be charged for private events and include this with the information sent to the committee.

Valerie will circulate to committee members an updated instruction page for renters of the Banquet Room for review.

And Mary will circulate an updated room-use policy form with official capacities for each room for the committee to review.

The next meeting of the Clubs & Amenities Committee is scheduled for Tuesday, July 5, 2022 at 10:00 am in the Crown Center.

Prepared by Gayle Waiwaiiole, Secretary