

FACILITIES DESCRIPTION AND USE POLICIES

A. Mission and Goals

1. The mission of Papahānaumokuākea Marine National Monument and UNESCO World Heritage Site is:

“To carry out seamless integrated management to ensure ecological integrity and achieve strong, long-term protection and perpetuation of NWHI ecosystems, Native Hawaiian culture, and heritage resources for current and future generations.”

2. The goals of the Mokupāpapa Discovery Center (MDC or Center) are to:

- Foster transformational understanding and stewardship through the stories of the Northwestern Hawaiian Islands and Papahānaumokuākea;
- Increase the public’s awareness and understanding of Papahānaumokuākea Marine National Monument (the Monument or PMNM);
- Create engaged stewards protecting and rejuvenating Hawaii’s ecosystems through responsible choices;
- Provide a place (facility) for the public to learn about the Monument;
- Create a better understanding of Monument resources and why they need to be protected; and
- Create partnerships that will aid in the protection of the monument.

B. Hours and Availability

1. MDC is open Tuesday through Saturday from 9:00 am to 4:00 pm to the public.

2. Event room availability for private events:

- Exhibit Hall: Tuesday through Saturday 4:00 pm to 10:30 pm.
- Laura Thompson Learning Center (Room 201): Tuesday through Saturday from 1:30 pm to 10:30 pm, with infrequent exceptions due to education activity scheduling. Requests for use on Mondays can be considered if they do not conflict with facility maintenance and cleaning schedules, but the exhibit hall will not be open, and may have construction and repairs ongoing.
- Training Center (Room 202): Tuesday through Saturday from 9:00 am to 10:30 pm, with infrequent exceptions due to education activity scheduling. Requests for use on Mondays can be considered if they do not conflict with facility maintenance and cleaning schedules, but the exhibit hall will not be open, and may have construction and repairs ongoing.

C. Facility Description

The Mokupāpapa Discovery Center is a 31,500 square foot facility located within the historic Koehnen Building. The two-story facility includes the following areas and their standing capacities (unless otherwise stated):

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1. First Floor

Exhibit Hall (Maximum Capacity: 194)

*One ADA restroom on the first floor.

2. Second Floor*

Laura Thompson Learning Center (Wainuenue St.) (Maximum Capacity: 225)

Training Center (Shipman St.) (Maximum Capacity: 238)

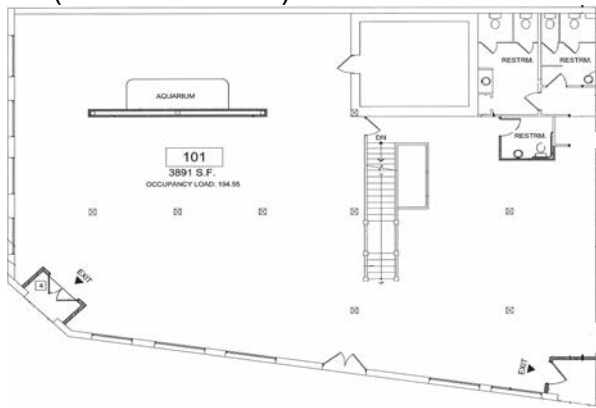
* One ADA restroom on the second floor.

* Double sink area available.

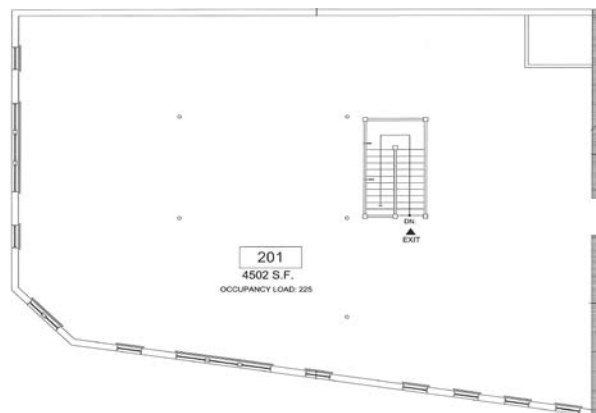
3. Maximum Capacity of Facility (657 Persons)

The number of guests present at any given event shall not exceed the capacity established by MDC or the Fire Marshall of the area designated for the event. If maximum capacity is exceeded, MDC reserves the right to determine whether to open additional space at an additional fee, or restrict or reduce the number of attendees for the safety of guests, exhibits and the facility.

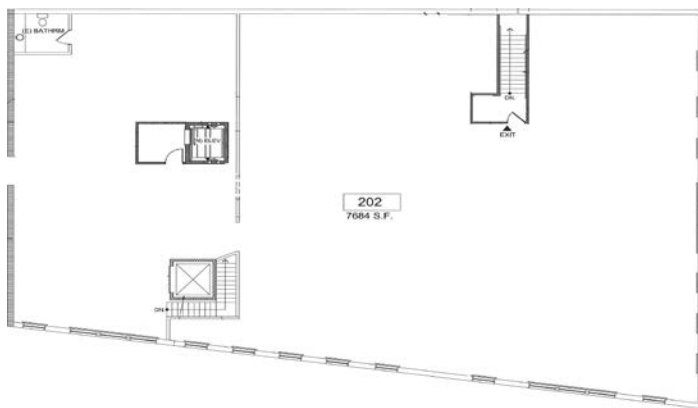
FIRST FLOOR Plan - Exhibit Hall (Air Conditioned)



SECOND FLOOR Plan - Learning Center (Air Conditioned)



SECOND FLOOR Plan - Training Center (Ceiling Fans Only - Not Air Conditioned)



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D. Events

1. Mokupāpapa Discovery Center is primarily an educational and community center serving the needs of the Hilo community. It is also a suitable venue for all types of functions - receptions, parties, weddings and social gatherings as well as a variety of meetings and events.
2. Costs: The Facility User agrees to reimburse MDC for the costs of hosting the event: for use of the space, all MDC staff time associated with the event, administration fees, and any and all additional fees as required. Actual costs may exceed the MDC Facility User Cost Estimate if, for example, the Facility User's event goes overtime and additional hours are required for security and/or staff services. All monies received are considered a donation to the National Marine Sanctuaries Foundation in support of educational and outreach programs at Mokupāpapa Discovery Center.
3. Fundraising events: Fundraising events are defined as any event where guests contribute monies on an optional basis or guests are solicited for monies during or after the event. These type events are only permitted with the following guidelines:
 - No political fundraising is permitted.
 - No on-site ticket sales are allowed. All funds must be secured by the organization in advance or after the event.
 - Marketing for the event must be through the organization's branded communication channels.
 - The MDC Manager, Assistant Manager or Events Coordinator must approve collateral, including electronic and paper invitations, flyers, newsletters, etc. All promotional materials must include the statement: "Mokupāpapa Discovery Center is not a sponsor or beneficiary of this event."
 - When seeking in-kind donations, the organization must disclose to the donor that Mokupāpapa Discovery Center is not a beneficiary of the donation.
 - Auctions to benefit non-profit organizations are permitted.
4. Merchandise revenue: Any revenue generated by way of merchandise sold by a non-profit within the MDC facility during an event is subject to a 10% gross revenue share. This share shall be determined and payment made to the MDC Events Coordinator or on-site staff prior to the event organizers departing from MDC after the event.
5. Prohibited events: The following types of events are prohibited at MDC:
 - Political events or celebrations, including but not limited to, fundraising events and rallies political in nature.
 - Multilevel marketing.
 - For-profit auctions.
 - Events where entrance requires on-site ticket purchase.
 - For-profit endeavors or solicitation meetings.
 - Events advertised to the general public without a capacity disclaimer.

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6. Non-discrimination policy: Rooms may not be used for meetings or activities by any group or individual that practices or advocates discrimination based on race, creed, color, sex, age, national origin or sexual orientation. Room use will be denied for meetings or activities that have a partisan political nature or purpose, that are conducted for the primary purpose of obtaining a profit for the benefit of an individual or for-profit organization, or that are conducted for the purpose of advocating or influencing action of legislation. PMNM reserves the right to deny any room use.

E. General Rules

1. Reservations: Reservations may be made via the On-Line or Standard Booking Forms no more than 365 days and not less than 20 days in advance of an event. Upon receipt of the Booking Form, the MDC Events Coordinator will review the request and make a recommendation to the MDC Manager. If the Manager approves the request, the requestor will receive the following documents via email (or regular mail upon request):

- Facilities Description and Use Policies
- Facility User Agreement
- Facility Use Cost Schedule
- User Cost Estimate

The signed Facility User Agreement, Facility Rental Deposit (50% of User Cost Estimate), and Event Security Deposit (\$200) must be returned to the MDC Events Coordinator as soon as possible in order to secure the reservation. Payment must be made by check or money order; MDC cannot accept cash or credit cards for facility rental. *A reservation is not final until these three things are received.* A reservation constitutes an agreement that the room will be used. If a room will not be used, MDC must be notified as soon as possible as a courtesy to limit costs to the facility. Please refer to the Cancellations policy below. If an event is not approved by the MDC Manager, the requestor will be notified via email or phone by the MDC Events Coordinator within seven days of the request receipt, along with an explanation of why the request was not approved. Security deposit checks will be returned via first class mail within a week of the event if no additional expenses are noted.

2. On-line Booking Form: At least 20 days prior to the event, users must complete and submit an On-line Booking form for review and approval by the MDC Manager, along with a list of any sub-contract vendors and suppliers who will be working on the event. The MDC Online Booking Form is found at: goo.gl/95Nulz

3. Hard-copy Booking Form: If preferred, a user can fill out a paper copy of the Booking Form and return it to the MDC staff in person or by mail; the forms must be received at MDC at least 20 days prior to the event.

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4. Cancellations: An event may be cancelled by either the Facility User or MDC staff.

a. Cancellation by Facility User: Cancellations must be made in writing, either email or hard copy. Cancellations made 90 days or more in advance of the event's scheduled date will be fully refunded. Cancellations made less than 90 days but 30 days or more in advance of the event's scheduled date will receive a 50% refund. Cancellations made less than 30 days in advance of an event's scheduled date will not be refunded.

b. Cancellation by MDC: MDC reserves the right to cancel any reservation if any of the following conditions apply:

- MDC determines that the reservation would be inconsistent with its charitable purposes or that the event falls outside the scope of its Mission and Goals.
- Failure to pay all estimated fees 20 days prior to the event.
- A change in the status of the facility caused by major events and/or circumstances beyond MDC's control, which may delay or prevent the facility from being safely used for events.

Cancellation for these reasons does not represent a breach of the Facility User Agreement, and includes but is not limited to fire, earthquake, flood, hurricane, structural damage to MDC's facilities, or civil disorder. If such an event occurs, the Facility User will be notified as soon as possible and a full refund of all monies will be provided.

5. The 20 day advance booking deadline may be waived in special circumstances by the MDC Manager.

6. Logistics Plan: A detailed Logistics Plan is required for any events that involve:

- Sub-contracted vendors
- Serving alcohol (All liquor license documentation)
- Facility decorations (A description of or samples of decorations must be provided)
- Event is open to the public
- Media presence
- Childcare
- Security

MDC is a structured learning environment, so children must be under adult supervision at all times.

If there are a large number of attendees or if the event is open to the public, it is imperative that the Logistics Plan focus on managing the attendees: entry, check-in, movement between rooms, etc. The Logistics Plan must be submitted for review and approval by the MDC Manager at least 20 days prior to the event. The Logistics Plan will be reviewed and approved by the MDC Manager not less than 10 days prior to the event, and if changes are necessary, the Facility User will be notified not less than 10 days prior to the event.

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7. Security: The Facility User is responsible for security at all events hosted at MDC. MDC does not have the staff to provide anything more than event coordination. Security includes, but is not limited to, the following activities:

- Ensuring only invited guests enter MDC.
- Monitoring guest behavior and enforcing the MDC Facility Use Policies.
- Ensuring compliance with facility capacity requirements.
- Ensuring compliance with local alcohol and drug laws.

One security person is required for every 50 people and the security arrangements must be detailed in the required Logistics Plan. Facility Users may provide their own security personnel or hire professional security personnel. It is strongly recommended that any MDC event open to the public be staffed by professional event security personnel.

8. Pre-event walk through: A pre-event walk-through with the MDC Events Coordinator or MDC staff is required at least 7 days prior to the event. If sub-contractors (caterers, vendors) will be participating in the event, they must also attend the walk-through to ensure they understand the facility and its emergency procedures. All users and subcontractors must be aware of and comply with the facility use policies outlined in this document.

9. Events can only be open to the public if all promotional materials for the event include the following disclaimer:

“While this event is open to the public, Mokupāpapa Discovery Center reserves the right limit attendance to a certain number and to stop admitting people to the facility as necessary for the safety of staff, guests, exhibits and the facility.”

10. It is important to PMNM and MDC that all visitors, including attendees of a non-profit event, have an understanding of the Centers mission and goals. Consequently, MDC will work with any organization renting the facility to provide event attendees with a short presentation on PMNM and the Discovery Center and/or a membership brochure. This can take the form of placing brochures within event gift bags, at table settings, or through other distribution methods approved by MDC.

11. Elected officials: If the event involves attendance by any State or local congressional representatives, the Mayor, or any County Council member, this information must be included in the Facility User Agreement. If the elected official’s attendance is arranged after the Facilities User Agreement is submitted, the user shall notify the MDC Manager as soon as possible.

12. Invitations and printed materials: Use of the Mokupāpapa Discovery Center name and images, as well as any federal agency graphic images and logos, are restricted and must be approved prior to distribution. Two copies of all distributed event materials must be submitted to the MDC Events Coordinator for review and approval before printing or emailing to the event attendees. The facility user is responsible for delivering public distributed materials 30 days prior to the event, and 7 days prior for private events. Announcements of any kind are not permitted before the Facilities User Agreement is signed and the deposit had been made.

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13. A/V Equipment: Audiovisual Equipment: It is strongly recommended that event organizers provide their audiovisual equipment. All equipment should be tested in advance to ensure safety and compatibility with the MDC facility and its systems. An LCD projector with screen, portable overhead projector, computer and DVD player are available for use in the Laura Thompson Learning Center, however the equipment must be operated by MDC staff at an additional cost of \$30 per hour. There may also be audiovisual equipment available in the Exhibit Hall and Training Center; Facility Users should check with the Events Coordinator to verify.

14. Use of MDC Furniture: MDC can provide a limited number of tables and chairs for an event, depending on what space in the facility is rented.

1. Exhibition Hall

MDC can supply up to 30 chairs, tables will have to be rented or use other source.

2. Room 201 (Laura Thompson Learning Center)

We can supply up to 150 chairs, 8 tables

If you need more, you have to rent or use other sources.

3. Room 202 (The Training Center)

MDC can supply up to 150 chairs, 8 tables

If you need more, you have to rent or use other sources.

15. Rental furniture, equipment, etc.: Any additional equipment supplied by the user or a subcontractor must be listed on the Logistics Plan in order to ensure safety and compatibility with the MDC facility and its systems.

16. Deliveries: Pick up and drop off of equipment and/or catered items must be arranged in advance with the Events Coordinator. Drop off and pick up of equipment must be done on the same day as the event due to limited storage space at MDC. There will be a charge for equipment not removed from the center immediately post-event, unless pre-authorized by the MDC Events Coordinator. Upon arrival, delivery vehicles can park in the County of Hawai'i designated loading zone; the designated space is the first stall located on Kamehameha Avenue in front of MDC. Deliveries may be made prior to MDC closing with advanced approval from the Events Coordinator; event setup may not begin until after MDC has closed to the general public at 4:00 pm, however exceptions may be made on a case-by-case basis with the approval of the MDC Manager.

17. Catering: MDC has a list of caterers with experience working events at the MDC that can be provided upon request, however users are not limited to only those caterers. Caterers are expected to bring all necessary equipment including dishes, cooking utensils, garbage cans and liners, brooms, cleaning supplies, etc. Any cooking devices must have prior approval by the MDC Events Coordinator before use at the facility. With the exception of standard serving tray warmers (Sterno cans, etc.), open flame cooking devices are prohibited. Catered events should include sufficient catering staff to remove empty dishware and enough trash bags to keep facility clean during the event. Caterers are responsible for cleaning any areas used during the event. MDC staff will not assist catering staff in the setup or breakdown of catered goods.

Please use non-Styrofoam containers and dishes and recyclable dishes and utensils.

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MDC will supply recycle bins for disposables.

18. Serving alcohol: The requirements for serving alcohol at an MDC event are as follows:

- A. Alcohol consumption must be approved in advance by the MDC Manager and the PMNM Superintendent.
- B. The User must either:
 - i. Contract a vendor licensed to dispense alcohol and who carries a valid State of Hawai'i Liquor License; or
 - ii. If the County of Hawai'i Department of Liquor Control indicates a License is not required, a General Liability Insurance Policy to serve alcohol for the date of the event is required. The Policy must be a minimum of \$1,000,000.00 and have Mokupāpapa Discovery Center and the building owner, G. E. K. Mamone & Sons, LLC named as additional insured.
- C. The User shall be responsible for providing a dedicated person that is 21 years old or older to check IDs to ensure that only those of legal drinking age consume alcohol, serve alcohol, and monitor that there is no excessive alcohol consumption. The serving of alcohol to minors is illegal and will be reported to the Hilo Police Department.

If at any time the MDC staff determines that a person represents a potential danger to him or herself, staff, guests, exhibits or the facility due to being under the influence of alcohol or drugs, that person or persons will be asked to leave the facility immediately. Additionally, if at any time MDC staff deems alcohol consumption to be excessive, MDC has authority to close down alcohol service or evict guests who may be a threat to exhibits, other guests or the facility. Any activity involving illegal drugs is prohibited and will be reported to the Hilo Police Department.

19. Music & Entertainment: If amplified music is planned for an event, a description of the activity must be included in the Logistic Plan and approved by the MDC Manager. Noise levels must comply with city and neighborhood noise standards.

20. Facility decorations: A description of or samples of decorations must be provided in the Logistic Plan. All decorations must comply with local fire department regulations, and must be freestanding. Nails, tape and staples shall not be used on floors, walls, windows, or ceilings. Due to liability issues, the MDC will not loan ladders. Users must provide their own ladders and are responsible for proper use and safety.

21. Parking: Public parking is available on Kamehameha Avenue along the bay front and behind the Hilo Armory Building along the Wailuku River. There are additional public parking lots on the corner of Keawe and Shipman Streets. Parking in the alley and lot behind the Koehnen Building is prohibited and a vehicle may be towed at the owner's expense.

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22. For larger parties of over 40 people, serving food and drinks, a \$120 cleaning fee is required for a professional floor cleaning. Also, caterers should supply additional trash receptacles.

Clean-up:

- All debris and garbage must be adequately bagged and removed from the premises.
- For smaller parties and those that are not using caterers, MDC does have a limited supply of cleaning materials, there is a fee for using our cleaning supplies.
- Any food or liquids on the floor should be swept or mopped up.
(A cleaning service is available for \$120 so you don't have to mop after your event)
- All trash, recycling, compost (including flowers, decorations, etc.) must be removed from the premises the same day as the event.
- "Leave the space in the same condition you found it" etiquette applies.
- The restrooms must be cleaned.
- After an event, catering staff should clean up, pack up and exit the building by 10:30 pm.
- All spaces used for the event must be inspected by the Event Coordinator or MDC staff prior to the departure of the user and approved in order to get your security deposit refunded partial or in full as appropriate.

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Process Summary Checklist:

- ____ 1: Potential User completes On-Line or Standard Booking Form requesting use of MDC, not more than 365 days and not less than 20 days prior to the date of the event.
- ____ 2: MDC Events Coordinator reviews request and makes recommendation to MDC Manager.
- ____ 3: Approval by MDC Manager (and PMNM Superintendent if alcohol is being served).
- ____ 4: The Facility User is forwarded the following documents via email or regular mail: blank Facility User Agreement, Facilities Description and Use Policies and a List of Potential Vendors.
- ____ 5: The MDC Events Coordinator develops a cost estimate.
- ____ 6: If the event is not approved, the requestor will be notified via email or phone within seven days of the request receipt, along with an explanation for the disapproval.
- ____ 7: The Facility User returns the signed Facility User Agreement
- ____ 8: The Facility Rental Deposit (50% of Cost Estimate) check or money order.
- ____ 9: The Event Security Deposit (\$200 check, money order).
A receipt for completing (7, 8, and 9) constitutes a confirmed reservation.
- ____ 10: The Facility User submits a Logistics Plan (if required) to the MDC Events Coordinator not less than 20 days prior to the event.
- ____ 11: The Logistics Plan will be reviewed and either approved by the MDC Manager or approved with additional conditions not less than 10 days prior to the event.
- ____ 12: The Facility User pays the remainder of the Facility User Cost Estimate by check or money order, not less than 20 days prior to the event.
- ____ 13: At least seven days prior to the event, the Facility User conducts a pre-event walk-through with the MDC Events Coordinator or Manager, along with any sub-contractors or vendors participating in the event.
- ____ 14: On the day of the event, the Facility User will coordinate event set-up and break down, and ensure that the facility is left clean and undamaged.
- ____ 15: The MDC Events Coordinator inspects the facility and advises the Facility User if any additional costs were incurred during the event. Payment for those additional costs must be made at that time.
- ____ 16: If the facility is left clean and undamaged, and the Facility User has not incurred any unpaid additional costs, the \$200 Security Deposit is returned to the Facility User within seven business days of the event.