



Use of Facilities Information

Use of Facilities at Noelani Elementary are governed by Chapter 39, Hawaii Administrative Rules. You can access information regarding procedures, charges, and the online application by clicking [here](#) or typing <http://tinyurl.com/49ch5ff7> or using the QR code above.

How to make a reservation

1. Complete the online application. Be as detailed as possible.
2. All requests must be made 10 days prior to use.
3. Reservations are taken in the order completed applications are received.
4. Reservation cannot be made verbally (phone or in person), via email or mail.
5. The main office will inform you if your application has been approved or denied.
6. If approved, you will need to make payment to "Hawaii Department of Education" and sign the Use of Facilities agreement prior to use. Failure to do so will result in cancellation of your reservation.

Guidelines

1. School events/School sponsored events have priority over Type II and Type III users.
2. Reasons for application denial include, but are not limited to: custodian(s) unavailable, date/time unavailable, or prior bad acts by a renter.
3. No drugs, alcohol, or tobacco products (vaping included) are prohibited on campus.
4. Facilities not requested via the Use of Facilities form are off limits.
5. Users are required to provide proof of insurance.
6. Custodians are unable to alter Use of Facilities agreements.
7. Renters are responsible for any damage to facilities or equipment.
8. Animals are not allowed on campus at any time unless approved by administration prior to use.
9. Requests to use the cafeteria kitchen are NOT covered by Use of Facilities. Please contact the School Food Services Branch at 733-8400.
10. If you have any questions regarding rental call (808) 307-8800 and the Main Office will assist you.

FEE SCHEDULE - Based on current Chapter 39

Facility	Hourly Rent w/AC	Hourly Rent w/o AC	Daily Rent w/AC	Daily Rent w/o AC
Multi-purpose Room	\$26		\$207	
Classroom	\$14		\$109	
Dining Room (3600sf or less)		\$21		\$169
Library (Elementary)	\$39		\$315	
Facility	Hourly Rent w/lights	Hourly Rent w/o lights	Daily Rent w/lights	Daily Rent w/o lights
Outdoor Courts	\$8	\$3	\$65	\$27
Parking lot (1 to 50 stalls)	\$5	\$2	\$43	\$16
Covered Playcourt	\$12	\$10	\$98	82
Playfields/School Grounds		\$5		\$43