

Welcome to the Cooper Center!

Our center is the hub of the Volcano Community and used by hundreds of people weekly. There is an ever-growing demand for time slots. It is important that all using the facility be made aware of its value and to respect both the physical facility and the community that surrounds it. The smooth functioning of Cooper Center is a cooperative process.

This form is an outline of the Policies and Procedures that you need to be aware of.

Our experience has shown the following guidelines to provide the most clarity for both the individual and the council. The Cooper Center Council is made up of those using the center on a regular basis and the volunteer officers.

1. Meetings:

In order to have the privilege of regular use of the Cooper Center you must first be approved at a Cooper Center Council meeting. If accepted, you are then agreeing to become a member of the Cooper Center Council, attend all meetings yourself or send a representative.

2. Time Slot Agreement:

When you are granted a time slot for Cooper Center use, you are guaranteed that slot for at least one year, provided all policies and procedures are followed. Because this is a shared facility, use is subject to review, based on changing circumstances.

3. Schedule Changes:

If you are cancelling a class or event, it is your responsibility to inform the scheduler in writing, via email or by phone as soon as possible so others may have the option of using the facility.

4. Annual Fees:

The following fees have been approved and are to be paid in February of each year to Cooper Center Council. In addition ***ALL groups must volunteer for CC at least 4 hours a month, or pay CCC \$40.00 a month, or cancel their membership.***

Organizations and instructors using facilities 1 – 3 times a year pay \$15

Organizations and instructors using facilities 4 – 6 times a year pay \$40

Organizations and instructors using facilities 7 or more times a year pay \$75

Check are due and payable the night of the meeting, made out to CCC and given to David Goodman.

Special circumstances regarding reduction or waiving of fees may be brought before the council officers.

5. For-Profit User Fee:

In addition to the annual use fee, individuals and organizations that charge for their event or class must also pay the following fees.

\$7/hr \$25/ 8 AM – noon \$25/noon – 4PM or Max \$50

These fees are paid to Cooper Center Council quarterly. Failure to comply can result in an immediate review of your use privilege by Cooper Center officers.

6. Kokua the Space:

Members are expected to leave the center clean and ready for the next group.

In signing this form, you are agreeing to abide by these Policies & Procedures.

Signature

Print Name

Group Name _____

Phone number _____(r)

Phone number _____(c)

Email address _____

Group Alternate:

Name _____

Phone number (s) _____

Email _____

Current time slot: _____