

**WAILUNA RECREATION ASSOCIATION  
MEMORANDUM  
(PLEASE KEEP THIS FOR CHECK-IN)**

**To:** \_\_\_\_\_  
\_\_\_\_\_ **KAAHUMANU ST.**

**From:** Onsite Manager

**Re:** LODGE RESERVATION

Attached you will find the reservation form to reserve the LODGE on (Date) \_\_\_\_\_. Please fill out the form and put it back in the Mail Box at the front of the Lodge, (within 10 days of your reservation being confirmed), along with a deposit for \$100.00. Should you decide to use the gas BBQ grill, there is a \$10.00 fee required. Please ensure checks are separate and made payable to the WAILUNA RECREATION ASSOCIATION. Please call Security at 282 7299 after 3.00 p.m. to have the Lodge opened and PRESENT THIS MEMO AS YOUR FORM OF CONFIRMATION. Once I receive your deposit and application, a permit will be posted on the Notice Board.

**THERE IS A LIMIT OF NO MORE THAN 50 PEOPLE. YOU ARE REQUIRED TO HIRE A CITY & COUNTY CERTIFIED LIFEGUARD IF YOU ARE USING THE POOL.**

<b>CHECK LIST</b>				
	<b>CHECK IN</b>		<b>CHECK OUT</b>	
<b>ITEMS</b>	<b>RESIDENT</b>	<b>SECURITY</b>	<b>RESIDENT</b>	<b>SECURITY</b>
<b>KITCHEN CLEAN</b>				
<b>FLOORS CLEAN</b>				
<b>BBQ CLEAN</b>				
<b>TRASH REMOVED</b>				

N.B. WE DO NOT PROVIDE CLEANING MATERIALS.

**Date:** \_\_\_\_\_ **Check-in Time:** \_\_\_\_\_ **Check-out Time:** \_\_\_\_\_

**SIGNATURE OF RESIDENT:** \_\_\_\_\_ **LIFEGUARD** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_