



The LGBTQ+ Center | 2270 Kalākaua Avenue | Waikīkī Business Plaza | Suite 1506 | Honolulu | HI | 96815

Note: The Hawai'i LGBT Legacy Foundation's mailing address is P.O. Box 23300, Honolulu, HI 96823

All requests to use The LGBTQ+ Center should be submitted to Jennifer Li, LGBTQ+ Center Chair, at Jennifer@HawaiiLGBTlegacy.com at least 5 business days prior to the meeting/event. Jennifer will be your main point of contact.

1. Requests will be granted based on availability.
2. The Hawai'i LGBT Legacy Foundation (HLLF) maintains first right of refusal of all requests in order to accommodate The Foundation's Board and Committee meetings, and other scheduled activities.
3. The LGBT Center Chair will maintain communication with the requesting organization to facilitate safe use of the space.
4. HLLF *strongly discourages* the consumption of alcohol at the LGBTQ+ Center.* The serving of alcoholic beverages will require a permit from the [Honolulu Liquor Commission](#) to be placed on file with the HLLF Board Secretary prior to the meeting/event.
5. Request permission to use the logos of the Hawai'i LGBT Legacy Foundation and LGBTQ+ Center in your invitations and marketing materials by contacting Jennifer Jennifer@HawaiiLGBTlegacy.com
6. The Hawai'i LGBT Legacy Foundation requires outside organizations using its space to provide proof of insurance and to name the Foundation as an additional insured to the coverage. The Foundation requires a minimum of general liability coverage of \$1,000,000.00 USD. The certificate of insurance (COI) must be on file with the Board Secretary and/or Treasurer prior to the meeting/event date. Contact Jennifer Jennifer@HawaiiLGBTlegacy.com for further information.
7. Costs to use the LGBTQ+ Center:
 - Non-profit organizations or social groups: \$25/hour (*minimum 1 hour / maximum 3 hours*) 1 meeting per month maximum
 - For-profit organizations: \$50/hour (*minimum 1 hour / maximum 3 hours*) 1 meeting per month maximum
 - Coworking Space / Individual: \$10.00/hour (*free with Student ID*)

• HOURS

The Waikīkī Business Plaza is open 6:30am – 12am, however the elevator stops going to the 15th floor at 7pm. If you need to access The Center after that time, please notify the Board Secretary Rick Ramirez at Rick@HawaiiLGBTlegacy.com and the Waikīkī Business Plaza Security to send the elevator to the 15th floor. Waikīkī Business Plaza Security Phone Number: (808) 261-3721.

PARKING

- The LGBTQ+ Center is located in the Waikīkī i Business Plaza (2270 Kalākaua Avenue | Suite 1506 | Honolulu | HI | 96815). Parking is available in the building ramp for \$3 per ½ hour.
- HLLF provides discounted parking validation stickers for meetings/events with less than 20 participants. Please reimburse HLLF within 30 days of the meeting/event.
- Stickers come in the following denominations. Please note that parking sensor sensors can only read 1 (ONE) validation sticker per parking slip. Double check your parking slip before leaving The Center
½ hour / \$2.00 • 1 hour / \$4.00 • 1 ½ hours / \$6.00 • 2 hours / \$8.00 • 2 ½ hours / \$10.00 • 3 hours / \$12.00
- Please do not park in any stall marked RESERVED or RESERVED 24-7. Stalls marked only RESERVED are available to use after 6pm.
- For more information, contact HLLF Board Secretary Rick Ramirez at Rick@HawaiiLGBTlegacy.com For more details about Waikīkī Business Plaza parking, visit <https://waikikibusinessplaza.com/parking/>

• FOOD & BEVERAGES

Snacks, beverages* and food are not included, but can be brought in by organizations / individuals.

• RESTROOMS

The Waikīkī Business Plaza has gender specific restrooms (*we're working on it*) that require a key. The keys are located in the calabash at the front desk. PLEASE RETURN THEM. There is an ADA accessible bathroom, accessible with the same keys, on the 7th floor.

• TRASH REMOVAL

Please clean up after your meeting/event and remove all trash, before you leave The Center, to help us keep it tidy for other participants. Trash and recycling dumpsters are on the second floor behind the metal gate where cars exit the building. Running water is available in the bathrooms next to the elevator.

• PAYMENT

Payments should be made via check payable to Hawai'i LGBT Legacy Foundation and mailed to Hawai'i LGBT Legacy Foundation, PO Box 23300, Honolulu, HI 96823 | ATTN: HLLF Treasurer.



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@honolulupride | hawaiilgbtlegacy.com