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ROOM RESERVATION GUIDELINES

Tutu's House is a community health and wellness resource center.

Our purpose is

to provide individuals, families, and our community with access to information, from a variety of sources, so they can be informed about their health and wellness options, and make more better health and wellness decisions for themselves and their families.

Our available information sources are always changing and can include books, and other printed material; DVDs, and other recorded material; Internet websites; and *people*, such as our staff and our volunteer presenters.

If you are considering reserving a room at Tutu's House, the following guidelines apply

Please share these guidelines with your meeting participants:

1. Tutu's House activities, presentations, and support groups have first priority for reserving rooms and time.
2. Non-profit organizations, community groups, and government agencies seeking meeting space for the purposes of health, wellness or community development are invited to apply.
3. The meeting must *not* include *any* fees for participation.
4. Our "Blue Room" measures approximately 15' x 20' and fits approximately 15 people. Our "Green Room" measures approximately 20' x 30' and fits approximately 35 to 50 people. The arrangement of chairs and tables in the room will determine the maximum capacity of the room. *We invite you to schedule a visit to view the options.*
5. Additional room reservations may be scheduled with the Tutu's House program leader, Lorraine Urbic as space and time allow.
6. While we are able to provide some audio/visual equipment, we ask you to provide your own flip chart paper.
7. Groups are invited to provide for their own refreshments.
8. We ask groups to return the room to the condition in which it was shared. In particular, *please remove all trash.*
9. Generally, we are not able to provide copy, fax or phone message services for groups using our facilities; we would appreciate your consideration in bringing sufficient copies of materials you may need.
10. Tutu's House is supported by grants and donations, and we do not charge fees for any or of programs or to use of our facilities. We gratefully accept donations for room reservations, in any amount that is comfortable for your organization, to help offset a small portion of our facilities costs.