

Date Received: _____
Employee: _____
Street Code: _____

Facility Privileges Registration Form

To be completed by Legal Homeowner(s)

Completing this form will allow Newtown homeowners access to the Newtown Recreation Center (Rec Center) and all of its' amenities (programs, rental facilities, classes, special events, etc).

Homeowners are to inform NECA of any changes to the information provided below.

DIRECTIONS

1. Complete all information in **Section 1: Legal Homeowner Information**.
2. Complete **Section 2: Member Information**. List all members who reside at the Newtown property address for which you would like to authorize Newtown Rec Center access.
3. Provide proof of residency for all members listed in Section 2. Acceptable forms of proof include, but are not limited to a State ID, driver's license, credit card bill, or utility bill showing the member's name and the Newtown address listed in Section 1. For minors 17 years and under proof can be in the form of a birth certificate when parent listed on the birth certificate has proof of residency at address listed in Section 1 or legal documentation showing guardianship by an adult with proof of residency at address listed in Section 1.
4. Complete **Section 4: Legal Homeowners Signature**. Legal homeowners must sign the completed form and provide valid photo ID for signature verification.

Section 1: Legal Homeowner Information

Newtown Address: _____

Aiea, Hawaii 96701

Legal Owners Full Name: _____ Phone: _____

Legal Owners Full Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Emergency Contact: _____

Relationship: _____ Phone: _____

Section 2: Member Information

List below all residents ages 1 year and older

(To be completed by NECA)

First Name	M.I.	Last Name	Sex	Date of Birth	Document	Code	Employee
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

If there are more than six (6) members listed in Section 2 above, the NECA General Manager will review the information prior to facility privileges being approved. The General Manager will insure all persons listed in Section 2 above officially reside at the Newtown residence listed in Section 1.

General Manager Approval Signature: _____ Date: _____

Section 3: Damages/Losses

The Homeowner is responsible for any loss or damage to the facility or equipment of the Rec Center, committed by the homeowner or anyone residing with the homeowner listed above or their guests. NECA assumes no responsibility for property brought into the facility by the homeowner, anyone residing with them listed above or their guests.

Section 4: Legal Homeowner's Signature

Legal Owner must present a valid picture ID for signature verification

Legal Owners' Signature: _____ Date: _____

Legal Owners' Signature: _____ Date: _____

For Office Use Only:

Owner(s)'s Signature Verified By: _____ Date Verified: _____