

# JAIMS Facility Rentals



Hold your next corporate retreat, seminar, or community event at JAIME. Office space (furnished and unfurnished) is also available. Long term arrangements are negotiable.

JAIME is located on a six-acre campus in the Honolulu suburb of Hawaii Kai, approximately a 20-minute drive from the downtown business area and Waikiki. The campus includes a two-story, air-conditioned building and boasts an aesthetically pleasing and well-equipped learning environment.

The JAIME building was designed by a former student of Frank Lloyd Wright, and is surrounded by ample free parking and a lush campus that has been awarded for its beautification of Hawaii.

## Room Availability/Reservations

See the reverse side (next page) for rental options and costs. To check on room availability or to make a reservation, please call Renee at (808) 396-7122 or email [info@jaims.org](mailto:info@jaims.org).



## Equipment Rental Fees

Equipment rental is based on availability. Please discuss at the time of reservation.

Wireless/lavaliere mic	\$20
Screen	\$20
Portable sound system for iPod/iPad (Bluetooth or aux input)	\$30
Video projector w/screen	\$150
Flip chart	\$12.50
Portable whiteboard	\$20
Speakerphone	\$20
Polycom video conferencing equipment (IP connection)	Starts at \$250 for 2 hours
Plasma display TV	\$150
Personal computer	\$20 per computer



## Miscellaneous Services

Photocopying (black/white)	\$0.10 per page
Photocopying (color)	\$1 per page
Faxing (local, neighbor island, mainland)	No charge
Faxing (international)	\$1 per page
Coffee/hot water maker (with pot)	\$30
Continuous coffee service (per day)	\$5 per person
Office services	\$25/hour

## General Information

- The facility is available Monday - Friday (8 a.m. - 5 p.m.) and Saturday (variable). Extended hours are possible for an extra charge (\$50/hour weekdays; \$60/hour weekends and holidays). Some weekend and evening hours are provided at no charge if JAIME has scheduled extended hours. Please inquire.
- JAIME is closed on Sundays, federal, and state holidays.
- Ample free parking available.
- General excise tax (4.712%) will be added to the total fee.
- JAIME reserves the right to decline requests.
- Fundraising, political, and religious activities are not permitted.





# Room Rental Options and Costs



## Hideto Kono Seminar Room

(2nd Floor) For up to 40 people. Furnished with stationary tables/chairs; whiteboard. PC with presentation software, projection system (including DVD/VHS player) and wireless microphone are available for a fee. \$280/half-day; \$400/full-day



## Executive Lounge

(2nd Floor) For up to 15 people. Furnished with sofas, chairs and tables; tables for catered food or beverage service. Equipment available for a fee. \$80/half-day; \$110/full-day



## Executive Dining Room

(1st Floor) For up to 40 people. Furnished with moveable square tables (which can be combined into conference-style configuration) and chairs; large table for catered food or beverage service. Equipment available for a fee. \$120/half-day; \$170/full-day



## Small Classroom

(2nd Floor) For up to 15 people. Furnished with stationary tables and moveable chairs; whiteboard. Equipment available for a fee. \$100/half-day; \$150/full-day



## Mid-sized Classroom

(2nd Floor) For up to 30 people. Furnished with stationary tables and moveable chairs in configurations that differ by room; whiteboard. PC with presentation software, projection system (including DVD/VHS player) and overhead projector are available for a fee. \$175/half-day; \$250/full-day



## Cafetorium

(1st Floor) For up to 100 people. Furnished with moveable tables/chairs; long tables for serving catered food. Equipment available for a fee. \$350/half-day; \$500/full-day

## Multipurpose Space

Furniture in most rooms can be reconfigured or removed to accommodate various activities. Please inquire about the possibilities. Lawn areas also available.

## Office Space

Furnished or unfurnished office space in various sizes. Short or long-term arrangements available.

Monthly \$3/sq ft or flat fee.

## Getting to JAAMS

JAAMS is located at 6660 Hawaii Kai Drive, Honolulu, Hawaii, 96825.

From Downtown: Proceed in the east-bound direction on Kalaniana'ole Highway and turn left onto Hawaii Kai Drive. JAAMS is located on the left side of the road (mauka) next to a two-story office building and on the same block as the Aloha Petroleum gas station and the 7-Eleven Hawaii Kai convenience store.

Wi-Fi connection is included in all room rentals.