

## Guidelines for the Use of Excelsior Lodge #1 Laie Country Home

Excelsior Lodge #1 members, their families, and guests are expected to follow the following guidelines for the use of the Laie Country Home. Members are expected to act in accordance with the **Excelsior Bylaws** and the **Code of General Laws**.

1. **Eligibility:** The Laie Country Home is open to all 3rd degree members of Excelsior Lodge No. 1 in good standing who have attended at least ten regular meetings and at least two volunteer projects within one year of the reservation request.

Members are allowed to make one reservation per year, eight weeks (56 days) in advance. Members who do not meet the above requirements may reserve the cabins four weeks (28 days) in advance. If the cabins are not in use, members who have already made an eight-week reservation may reserve a cabin within this window of time.

2. **Availability:** The Laie Country Home is available all days except when it is in use for any lodge-sponsored function, at the sole discretion of the Noble Grand with appropriate notification to the secretary and the Laie property manager. The property may be deemed unavailable when major repairs or maintenance are required and on Tuesdays.

3. **Reservations:** Qualified members are allowed ONE reservation, eight weeks in advance, per year, from Wednesday to Monday. The same holidays, school breaks, etc. may not be monopolized by the same member two years in a row. Members must make reservations with the Lodge Secretary by email ([reservations@ioofhawaii.org](mailto:reservations@ioofhawaii.org)).

Reservations will be taken on Wednesdays for all blocks. Reservations received on the same Wednesday will be weighted the same. Reservations received on other days will be counted as submitted on the next Wednesday. If there are multiple requests for the same weekend and members cannot work it out amongst themselves, the matter will be resolved with a random drawing of the member name tags at the next meeting.

Reservations are not confirmed until a reservation request is approved by the noble grand during a meeting.

4. **Limitations:** No more than 24 overnight guests, excluding children under two years of age, are allowed. No more than 50 persons are allowed on the property during the day (lodge functions are excluded).

A member must be on the property while non-members are present. The member will be held responsible for all non-member actions on the property.

5. **Registration:** The sponsoring member must be the first to arrive on the property and sign in all persons who will be staying on the property. The sponsoring member, his or her family, and all guests must sign the waivers provided. If guests arrive at different times, the

members should register them upon arrival. The waivers must be signed and submitted to the Property Manager.

6. **Check-In/Check-Out:** Check-in is no earlier than 12 pm WEDNESDAY, unless an earlier time is approved by the Property Manager; check-out is by 12 pm MONDAY, unless a later time is approved by the Property Manager.

Members are responsible for removing and disposing of their trash during check-out.

7. **Cancellation/No Show:** Members must immediately notify the Lodge Secretary of any cancellations. If a member does not arrive as scheduled and without notice, the member will be disqualified from the reservation system for a calendar year.

8. **Prohibited Items and Activities:**

- No pets, firearms, weapons of any kind, fireworks, illegal drugs, or criminal activity allowed on the property.
- Property cannot be used for seminars or retreats without prior approval from lodge membership.
- No loud noises allowed after 10:00 p.m. or before 8:00 a.m., including games.
- When scaling or cleaning fish or other seafood, ensure waste material is not left on the premises.
- Pouring of hot oils or liquids other than water is prohibited on the property.
- Do not discard seed husks, bones, ribs, or similar waste material on the property as it can harm children's feet.
- No open fires or charcoal on the property unless approved by the Property Manager.
- No smoking is permitted in the cabins or pavilion.
- Please ensure that no pillows, cushions, mattresses, furniture or appliances are removed from the cottages for use in other areas or tents. Driving or parking on the lawn area is strictly prohibited. The entrance to the property should not be blocked, and access must always be available for emergency vehicles.
- Skates, bicycles, skateboards, or wagons may only be used in the area of the black top.
- To prevent damage to the septic system, please do not run more than three showers in the pavilion at the same time. Please dispose of paper towels or any unnecessary items in the appropriate waste bin and not in the toilets. All sand must be washed at the outside shower to prevent clogging of the pipes.

9. **Items to Bring:** Members are responsible for bringing their own sheets, blankets, pillowcases, towels, bath mats, dish detergent, soap, cleaning products, trash bags, toilet paper, paper towels, foil, aluminum pans, paper plates, paper cups, and plastic utensils.

10. **Items Available on Property:** Beds, pillows, pots, frying pans, coffee makers, rice cookers, serving utensils, knives, cutting boards, silverware, glass plates, and glasses are

provided. Grilling on the grass area is prohibited, and disposal of charcoal on the property is not allowed. Board games and equipment are available for use on the property.

11. **Member and Guest Responsibilities:** It is the responsibility of the member to ensure that all guests and family members are aware of the rules governing the property. Everyone must be considerate of the neighbors, the neighborhood, and other members. All areas of the property, including everything in the cottages and pavilion, such as showers, toilets, wash basins, stoves, refrigerators, floors, grills, grounds, and any utensils, pots, or pans used during the visit, must be cleaned. The sponsoring member is responsible for any violation of these rules, loss, damage, and destruction of the property or anything on the property. Accidents and breakages must be reported to the Property Manager immediately. Costs incurred for damages that are not considered accidental after being investigated by the Noble Grand or the Property Manager will be the responsibility of the member. Violations may result in penalties, such as but not limited to denial of all privileges for the use of the country home for one year or more from the date of the infraction.

Members are responsible for removing and disposing of their trash upon check-out.

12. **Lodge Responsibility:** The Lodge is responsible for providing a safe, clean country home that members may enjoy with their friends and family under the supervision of Excelsior Lodge #1.

The Property Manager is responsible for ensuring that the rules are adhered to. In the event of a conflict, the Property Manager will notify the member of the problem, and it is the member's responsibility to correct the problem. If the problem continues, the Property Manager will report it to the Lodge at the next meeting.