Iao United Church of Christ R111125

Office Use Date Received:

NON-MEMBER SPACE RESERVATION FORM

Location: 2371 W Vineyard St ~ Wailuku HI 96793 ~ (808) 244-7353

This Form MUST be received in OFFICE a minimum of two (2) weeks prior to date requested.

Name		**Phone**	
Address			
City, Zip		**Email**	
Event Name		**Date of Event**	*Start Time* *End Time*

		FEE SCHEDULE:	1-4 HRS	5-8 HRS
☐	**Sanctuary *(Maximum Occupancy 175)***		**$200.00**	**$300.00**
☐	**Sanctuary Sound Technician**		**$100.00**	**$200.00**
☐	**Kanda Hall - Meeting* *(Maximum Occupancy: 130)*** ***Includes chairs only.**		**$50.00**	**$100.00**
☐	**Kanda Hall - Social Event* *(Maximum Occupancy: 95)*** ***Includes tables & chairs.**		**$100.00**	**$200.00**
☐	**Kanda Hall/Kitchen** ***Appliances are not for Commercial Use. Use by Authorization Only.***		**$150.00**	**$250.00**
☐	**OVERNIGHT* with Kanda Kitchen (Frig)** ***(Maximum Occupancy 16)* *Overnighters supply their own Sleeping Bags, Cots, Necessities, etc.***	**Per Day:**	**$300.00**	

TOTAL:	**____ FULL DAYS**	**5 Hrs = One Full Day**

X	**Cleaning/Security Deposit ($150)**	☐	**Total # of Occupants**
X	**Lost Key Deposit (Separate Agreement; $150/key)**		**# Keys: _____**

COL: The host is required to provide a $1,000,000 Certificate of Liability Insurance naming Iao United Church of Christ 2371 W. Vineyard St., Wailuku, HI 96793, as 'Additional Insured'.

AGREEMENT: My signature below acknowledges receipt of attachments and attests that I will abide by all described herein and as detailed in attachments.

1) Facilities and Equipment Use Rules
2) Policies and Procedures
3) Tenant Task Checklist
4) Key Agreement (signed upon receipt)

Cancellation: Iao UCC requires 14 days cancellation notice via letter or email.

Authorized Signer	Print Name	Signature	Date
	APPROVED ☐	**DECLINED** ☐	
B&G Member	Print Name	Signature	Date

☐ *Logged on Master Calendar*

Iao United Church of Christ
Policies and Procedures on the Use of Church Properties
R041125

Introduction:

Through the strength of the community and its members, Iao United Church of Christ (Iao UCC) was built. Therefore, it is proper that the buildings and facilities of this Church be accessible to the members of Iao United Church of Christ and the community, provided such use conforms with the policies contained herein. The policies attempt to preserve the buildings, facilities, and equipment of the Church through the monitoring of its use. The intent of this policy is to avoid the possibility of damage and the subsequent replacement of these items.

As in all matters dealing with the use of Church property, Iao UCC's Buildings and Grounds (B&G) Community shall be the overseer of all Church property. If any problems arise, these will be handled by this body. All situations not expressly covered by this document will be referred to B&G for their consideration and action.

This policy statement shall apply to all available Church properties.

Procedure:

1) Church Facilities:
   Church Facilities shall be defined as all buildings or rooms of the Church suitable for the gathering of individuals. (e.g. Kanda Hall, the kitchen in Kanda Hall, Watanabe Hall, Endo Hall, the Sanctuary, and/or Fujitomo Hall)

All requests for use of the Church facilities will be made in writing, on an approved request form at least two (2) weeks prior to the activity in question. These requests will be handled through the Church Office.

2) Church Property

Church property shall be defined under this policy statement as all material objects of the Church suitable for or having the ability for need by any individual. (e.g. including but not limited to: Folding chairs, tables, audio equipment, piano, etc.)

All requests for use of Church property will be made in writing, on an approved request form, at least two (2) weeks prior to the date of use. These requests will be handled through the Church Office.

3) Processing of Requests

No one shall use Church property/facilities without permission. Permission may be granted in accordance with the following guidelines:

a) The B&G Community are the only authorized persons to issue permission for the use of Church property/facilities.
b) A schedule of reservations will be maintained by the Church Office to avoid conflicts of requests.
c) Applications for the use of Church property/facilities shall be filed according to standard filing procedure.

d) Copies of all applications shall be forwarded to the B&G Community for their review.
e) Any use of facilities shall be referred to the B&G Community for their approval.
f) Church rules regarding use of Church property/facilities (see Facilities and Equipment Use Rules) shall be given to applicants. The rules will be accepted and acknowledged by the applicant prior to usage.
g) Applicant to meet with B&G to do a walk-through of facility prior to use. (See Tenant Task Checklist - Attachment A)
h) Arrangement for the opening and closing of the property/facilities shall be made with B&G. It shall be the responsibility of the applicant to make sure all facilities are secured when the event is done.

Iao United Church of Christ
Facilities and Equipment Use Rules
R050525

Iao United Church of Christ provides the use of its facilities with the community to provide a place for wholesome and gratifying activities. In keeping with the spirit of Christian living and in order that the facilities are used to its best advantage, every applicant (organization), guest or member is requested to comply with the following guidelines:

1) Organizations and their leaders using any of the Church facilities shall be held responsible for their group and shall instruct all their members in the Facilities and Equipment Use Rules.
2) No Church facility shall be used without the knowledge of the Buildings and Grounds (B&G) community, or the Church Office.
3) Smoking and vaping shall not be permitted in all buildings. Consumption of alcoholic beverages, use of illegal drugs, gambling or any unlawful act on the premises is strictly forbidden. Explosives and firearms shall not be permitted on the premises.
4) Iao United Church of Christ is located in a residential area; therefore, it is expected that courtesy be extended to our neighbors while using the facilities. Excessive disturbance or noise will not be allowed.
5) All activities shall be completed by 10:00 p.m.
6) Decorating of the facilities one day prior to the activity will be permitted provided permission and instruction regarding the care of Church facilities have been obtained from the B&G community. Nails, thumb tacks or screws shall not be used in decorating. Cellophane tape and masking tape may be used but they must be cleanly removed. Decorations or temporary structures shall be immediately removed following the activity.

7) The applicant/group leader shall be responsible to see that the rooms are cleaned, tables and chairs cleaned and returned to its original location, lights are turned off, windows and doors are locked, and other agreed requirements are fulfilled before leaving. Make sure all electrical appliances, lights, fans and air conditioners are turned off.
8) If kitchen facilities are used, all food must be removed from the premises; refrigerator, stove, sinks, counter tops, etc., must be cleaned and utensils returned to their original locations. No cooking in the kitchen is allowed.
9) Refuse must be removed from the building and placed in the trash dumpster in the lower parking lot. Please return the dumpster key to its proper location. Heavy duty trash bags to be used responsibly by user. All trash cans must have new, clean trash bags installed.
10) A cleaning/security deposit is required; Iao UCC reserves the right to waive this cleaning/security deposit for any group deemed part of our mission.
11) All keys and equipment borrowed should be returned to the Church office the day following the activity.
12) No duplication of keys issued is allowed. Key deposit is required. The deposit will be refunded after the key is returned to the drop box. To obtain the deposit check, tenant will coordinate with the B&G point of contact person.
13) No sale of products or commercial usage are permitted except for Church sponsored functions.
14) For functions where the anticipated attendance will be greater than 200 people, a security guard shall be hired by the applicant to handle uninvited guests and to see that the guidelines are followed.
15) Any telephone fees incurred during the time a facility is being used will be assessed to the organization or person in charge of the function.

16) Any damage or broken Church equipment should be reported to the Church Office.
17) For any damage to the property or equipment, the person in charge of the group or organization will be assessed the actual cost or repair or replacement. Damage costs shall be deducted from the deposit, if any, or if the amount is insufficient, additional charges will be made. Cleaning/security deposit shall be returned upon Building & Grounds' confirmation of no issues.
18) Additional guidelines for youth activities:
    a) Any youth activity must have a minimum of two (2) adult chaperones for every twelve (12) youths in attendance and a minimum of two chaperones at all times.
    b) Youth will not be allowed to remain in parked cars on the premises.
    c) Ballplaying will be supervised and conducted during reasonable hours.
    d) No riding of bicycles, skateboards, skates, or scooters will be allowed on the lanai or anywhere within the facilities of the Church.
    e) No child/youth will be alone with a single adult.

Future use of the facilities and/or equipment shall be DENIED if the applicant or organization fails to comply with the terms of these guidelines.

The applicant or organization shall hold harmless Iao United Church of Christ and any of its members, officers, or representatives for any personal injury or damage sustained during the period of use of the facilities and/or equipment.

Iao United Church of Christ (808) 244-7353
TENANT TASK CHECKLIST
ATTACHMENT A

Tenant: _____Date: _____
Please print clearly

CHECKLIST AFTER EACH USE AND BEFORE LEAVING IAO UCC FACILITY

- ☐ Sweep and vacuum floor. If floor is dirty with mud, food or spilled drinks, please clean as soon as possible to avoid stains setting in.
- ☐ Put all tables and chairs back to their original place found.
- ☐ Check kitchen and bathrooms. Be sure counter tops, tables, floors, sinks, toilets and showers are clean, and trash cans are emptied.
- ☐ Check outdoor grounds for discarded trash (paper plates, water bottles, soda cans, candy wrappers, gum on sidewalk etc.)
- ☐ Trash disposal: food, garbage, food scraps, and paper goods must be removed on the day of the event. Please do not leave trash bags outside. The Church does not have daily janitorial services. Trash bin key is hanging by the pantry door. Trash bin is located in the lower parking lot next to the preschool. Note: upper parking lot bin is for green waste only.
- ☐ If using sanctuary, put all hymnals and microphone stands and other items back to their original places.
- ☐ **ONLY TRAINED CHURCH PERSONNEL SHOULD OPERATE THE SOUND SYSTEM.**
- ☐ **Turn off all lights, fans, air conditioning, kitchen stove and electrical appliances/equipment that were used.**
- ☐ **Check to see all windows and doors are locked before leaving (including parking gate, if applicable).**
- ☐ **Return the key(s) to the lockbox on the Kanda Hall lanai wall and you will get your key deposit back.**
- ☐ Report any accidents and/or damage to facility and/or furnishings, carpet, etc., ASAP to the Church Office at (808) 244-7353 and list on back side of this form. Emergency contacts are listed on the wall.