

PARKER UNITED METHODIST CHURCH
P.O. Box 832, 45-211 Waikalua Road, Kaneohe, HI 96744
Telephone/Fax: 247-3250

APPLICATION FOR SHORT-TERM USE OF CHURCH FACILITIES

Name of Organization (if applicable): _____

Name of Responsible Person: _____

Address: _____

Phone No.: _____ Email: _____

Date/Time Requesting: Date: _____

From: _____ to _____

Type of Activity: _____ No. of People: _____

Deposit: A \$100.00 deposit is required to reserve any of the church facilities. The \$100.00 deposit will only be refunded upon final inspection in compliance with Rules of Facility Use. If the event is cancelled for any reason, the \$100.00 will not be refunded.

Facilities Usage Charge: Calculate the charges for facilities you would like to reserve. The charges are due 2 weeks prior to your event. Credit cards are not accepted. Any failure to pay or checks returned for insufficient funds will result in immediate cancellation of your event, unless payment is received by cash/cashier's check along with a \$10 fee.

Facility	Church Members*	Non-Profit/Civic	Non-Members	Total
Sanctuary	\$75.00	\$225.00	\$450.00	
Goto Hall (no kitchen/stage usage)	\$75.00	\$275.00	\$550.00	
Goto Hall Stage	-0- with Goto Hall rental	-0- with Goto Hall rental	\$100.00 with Goto Hall rental	
Custodial Fee (Payable to: Lene Auelua)	\$75.00	\$75.00	\$75.00	
Other (please specify):				

*You must be on the church's membership list or the immediate family of someone on the church's membership list to qualify for the member Facility Usage Charges.

I have included a check payable to Parker United Methodist Church for the nonrefundable \$100.00 deposit, and I agree to be responsible for the payment of all Facilities Usage Charges for the event listed above. I agree to abide by the attached Rules of Facility Use and have executed the attached Indemnification & Release Form. I understand that failure to abide by the Rules of Facility Use may result in termination of the use of facilities, a forfeiture of all or a portion of the \$100.00 deposit and/or Facility Use Charges, liability for damages, and/or any other remedy provided by law.

Signature: _____ Date: _____

<i>For Office Use Only: Approved by Church Board of Trustees on (date):</i> Comments:
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PARKER UNITED METHODIST CHURCH
INDEMNIFICATION & RELEASE FORM

Parker United Methodist Church is permitting me, _____ (insert Name of Responsible Person), and my guests to use its facilities on _____ (insert date) (hereinafter referred to as the “Event”). I assume full responsibility for any injuries or damages that are caused or incurred by me, my family members, guests, and/or invitees related in any way to the Event. I release, forever discharge, and agree to indemnify and hold harmless Parker United Methodist Church and its officers, directors, employees, and agents from any and all actions, suits, claims, and damages that may arise or result in any way from the Event. This agreement is binding upon me, my heirs, successors, and personal representatives.

Date: _____

Signature of Responsible Person: _____

PARKER UNITED METHODIST CHURCH

RULES OF FACILITY USE

1. The person signing the application (i.e., the Responsible Person) will be responsible for ensuring compliance with these Rules of Facility Use, and will be responsible for any damage to church facilities.
2. Use of the facilities shall only be permitted during the days and times approved by the Board of Trustees. Unless approved in writing by the Board of Trustees, in no event shall use be permitted after curfew, which is 9:00 p.m. on weekdays, and 10:00 p.m. on weekends.
3. Facilities shall only be used for the purposes stated and approved on the application form. Any church-related or worship type of activities, including without limitation all weddings, baptisms, and funerals, must be reviewed and approved by the Senior Pastor-in-Charge in addition to Board of Trustees approval.
4. Usage by partisan political groups is strictly prohibited.
5. Usage for the sole purpose of commercial or private gain and/or solicitation of sales activities is strictly prohibited; provided, however, that approved educational or community welfare activities are permitted even if sponsored by commercial for-profit groups; and provided, however, that approved fundraising by non-profit groups is permitted.
6. For any sports or recreation related groups, a certificate of insurance must be obtained, naming the church as an additional insured, for a minimum of \$1,000,000 per occurrence, which must be provided to the church at least one month prior to the event.
7. Only the church's custodian (or other church employee or appointee approved by the Trustees) shall have access to the facility keys and shall open and close the facilities.
8. The church has a limited number of tables and chairs that are available for use with the rental of Goto Hall. Set-up of tables and chairs in Goto Hall shall occur **ONLY UNDER THE SUPERVISION OF THE CUSTODIAN**. In no event will the church be responsible for any injuries or damages arising out of the set-up of tables and chairs. All tables and chairs must remain inside Goto Hall or on the back lanai adjacent to Goto Hall at all times.
9. Any decorations (including tablecloths) and/or signs must be placed so as not to damage any church property. Nails, staples, and tacks are not permitted. Tape is acceptable, as long as it does not remove paint or otherwise damage surfaces. All decorations/signs must meet building and fire codes, and may not contain any distasteful, vulgar, or offensive language or images. All decorations/signs (including those not on church premises) must be removed immediately following the event.
10. Any set-up and use of equipment from individuals and/or third-party vendors, including without limitation sound systems, inflatables, cotton candy, shave ice, or popcorn machines,

is done at user's sole risk. The church makes no representations regarding the suitability of the premises for such equipment. In no event shall any kind of equipment utilize the church's electrical system to operate, with the exception of reasonable use for a microphone and sound system.

11. Occupants of a building may include only as many people as the facility is designed to accommodate. Goto Hall has a maximum capacity of 150 people. The Responsible Person must supervise and provide crowd control as necessary. Trustees will have the right to disapprove any request exceeding 150 people.
12. NO ALCOHOLIC BEVERAGES of any kind are permitted in church facilities, in the church parking lot, or anywhere else on church premises.
13. NO SMOKING is permitted in church facilities, in the church parking lot, or anywhere else on church premises.
14. NO ALTERCATIONS, PHYSICAL OR VERBAL ABUSE of any kind will be tolerated.
15. NO ANIMALS are permitted in church facilities, in the church parking lot, or anywhere else on church premises, except for service guide dogs.
16. NO COOKING (including BBQ, hibachi, or hot plate) is permitted in the church facilities, in the church parking lot, or anywhere else on church premises.
17. A reasonable sound level shall prevail at all times.
18. The church is a multi-use facility, including a preschool that operates on weekdays. Never disturb or interrupt other activities which may be going on at the same time as your event.
19. Do not remove any church property from the facilities and/or the church premises.
20. If you are using the Sanctuary, do not consume any food or beverages in the Sanctuary. Do not move any of the church pews or other equipment in the sanctuary without prior written approval from the Board of Trustees.
21. All groups must provide their own paper goods and supplies.
22. The kitchen in Goto Hall will be locked and may not be used. Accordingly, please be aware that there is no refrigeration, stove, oven, or kitchen sink available for use. Do not use the restroom sinks to dispose of any food or beverage items.
23. Notify the custodian promptly of any damages to and/or problems with any of the facilities.
24. All areas being used must be thoroughly cleaned and left in their original state, according to the following:

Goto Hall

- All tables and chair must be wiped down to remove all food, drink, or other debris
- All tables and chairs must be appropriately stacked and placed on rollers that go under the stage area, ONLY UNDER THE SUPERVISION OF THE CUSTODIAN
- Sweep the floor using the brooms in the closet to ensure all debris is removed; NEVER MOP THE FLOOR

Restrooms

- Ensure that all toilets are flushed and clean
- Ensure all faucets are turned off
- Wipe sink area clean

Trash

- All garbage cans (including those in the restrooms) must be emptied and all trash generated by the use of the facilities must be disposed of
- All trash exceeding the capacity of the church dumpster shall be removed from church premises and appropriately disposed of by the user

Sanctuary

- Sweep the floor
- Turn off all equipment (including microphones, fans, sound systems)

Failure to abide by these Rules of Facility Use may result in a termination of the use of facilities, a forfeiture of all or a portion of the \$100.00 deposit and/or Facility Usage Charges, and/or any other damages incurred to church property.

Please contact the church office at 247-3250 if you have any questions regarding the foregoing. Please note that the church office cannot make any exceptions to the foregoing.