

# Kaumakapili Church

766 North King Street  
Honolulu, Hawaii 97817  
Tel. (808) 845-0908 · Fax: (808) 843-0711

## Facility and Grounds Use Application

Today's Date: \_\_\_\_\_

Name of Individual, Group or Organization: \_\_\_\_\_

Type of Function (Check one):  Meeting     Party     Wedding  
 Funeral     Other (describe) \_\_\_\_\_

Check one:  One-time use     Multiple days     Long-term use

Reservation Date(s): \_\_\_\_\_

Hours of use: From \_\_\_\_\_ To \_\_\_\_\_  
(Facility hours are from 8:00 a.m. to 10:00 p.m.)

Day(s) of use (circle): Sun Mon Tues Wed Thurs Fri Sat

Number of people expected: \_\_\_\_\_

Facility Desired:  **Sanctuary/Church:** Capacity - 250 • Fees: Wedding \$650/ Funeral \$550/ Special Service \$300  
\*\*For memorial services, please advise office as to whether service will entail ashes or the casket \*\*

**Keena Ohina** (Community Hall): Capacity - 250 • Fee: \$650

**Meeting Room** (5 rooms available): Capacity - 25 per room • Fee: \$70 per room

Reservation Deposit: \$300

*\*Reservation Deposit must be paid at the time of reservation. The Reservation Deposit is separate from the Rental Fee and is refundable upon completion of the use of the facility, subject to the satisfactory adherence of the Rules and Regulations and inspection by church employee (facility coordinator and/or his appointed representative).*

Person Responsible: \_\_\_\_\_ Relation to Group \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Information: Bus. Ph.: \_\_\_\_\_ Res. Ph.: \_\_\_\_\_ Cell Ph.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

# Kaumakapili Church

## Rules and Regulations for the Use of the Facilities and Grounds

The patron agrees to adhere to the following rules:

I. **Cooking/Food**

- A. No cooking allowed in kitchen and designated areas.
- B. Equipment, utensils, etc. are not available for use.
- C. Buffet service should be set up outside of the kitchen area in the hall.
- D. No food or beverages in classrooms.

II. **Displays and Decorations**

- A. No staples on walls, tables or chairs.
- B. All decorations, exhibits, table coverings, etc. must be removed.
- C. No decorations painted or drawn on walls.
- D. No balloons allowed under or near the ceiling fans.

III. **Parking**

- A. Parking only in designated areas and established parking areas.
- B. No parking on grass without prior approval.
- C. No parking at Tamashiro Market lot (Palama St. Ewa side of sanctuary) during the hours of 8:00 am – 6:00 pm, seven days a week. **VEHICLES WILL BE TOWED AT OWNER'S EXPENSE.**

IV. **Alcoholic Beverages and Detrimental Drugs**

- A. **No alcoholic beverages or substances are to be consumed or allowed on or near the church grounds.**
- B. Any violation of this rule will result in the termination of the event and closure of the facility.
- C. Police may be called to enforce these rules.

V. **Conduct and Property**

- A. Person(s) engaging in disorderly or unruly conduct shall be subject to removal from the property. If necessary, police will be called to remove the person(s) from the premises.
- B. **Applicant must be present at all times during the event.**
- C. No smoking is permitted inside the rooms or buildings.
- D. Applicant must adhere to the scheduled time.
- E. Reasonable noise level must be maintained.
- F. Children must be supervised at all times.

VI. **Grounds/Property Facility**

- A. The event will be held in the designated area.
- B. Any breakage, damage or loss will be reported immediately to staff on duty.
- C. Building and facility will be left clean, furniture and equipment returned to their original position.
- D. Applicant is responsible for cleaning (sweep and mop bathrooms, lanai, dining rooms and surrounding areas used by Applicant).
- E. Applicant is responsible for emptying trashcans and depositing in rubbish bins located in parking lot on Palama Street. **PLEASE PROVIDE YOUR OWN PLASTIC TRASH LINERS.**
- F. Facility hours are from 8:00 am to 10:00 pm. Applicant should be ready to **leave the facility at 10:00 pm.** Facility use beyond the hours scheduled will result in forfeiture of deposit and/or additional charges.

**AGREED TO and ACCEPTED BY APPLICANT:**

Name of Applicant or Group \_\_\_\_\_

(Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Reservation Deposit - \$300.00**

**Fifty percent (50%) of the Rental Fee is payable ninety (90) days in advance of event.**

**Balance is due thirty (30) days before event.**

**If event is cancelled thirty (30) days prior to use, only one-half (1/2) of the Reservation Deposit will be refunded. If event is cancelled less than thirty (30) days prior to event, the Reservation Deposit will not be refunded.**

**Security Services As Needed:** Star Protection Agency will be contacted by the Church Office at time of application. Their fee is \$20.00 per hour with a 4 hour minimum to be paid by the applicant at the time of reservation. Events between the hours of 6 p.m. – 10 p.m., Monday – Saturday will require security services. This applies to any day that the church is normally closed and for private functions and parties. It is the option of the church to have regular staff of the church cover this service. Holiday rates are higher for Star Protection Agency; but not for church personnel.

**Parking for parties hosting over 50 people will incur additional fees.**

**Facility hours are from 8:00 am to 10:00 pm. Applicant should be ready to leave the facility at 10:00 pm. Facility use beyond the hours scheduled will result in forfeiture of deposit and/or additional charges.**

**PERSON SIGNING THE APPLICATION FOR USE MUST BE PRESENT FOR THE ENTIRE DURATION OF THE EVENT (PARTY, MEETING, ETC).**

**Release from Liability:** It is understood by the group(s) or individual(s) making this agreement that Kaumakapili Church shall not be liable to any person(s) for any damage to person(s) or property which may occur during or as a result of the function which is the subject of this agreement. Accordingly, in consideration for the granting of this agreement, it is agreed that Kaumakapili Church, its officers and members shall be held harmless and indemnified by the undersigned group or individual from and against any and all claims, demands, causes of action, suits or judgments (including costs and expenses incurred in connection therewith) for death and injuries to persons or for loss or damage to property arising out of or in connection with the use of the facilities and grounds of Kaumakapili Church, by the agents, servants, employees, or invitees of the undersigned group or individual.

**AGREED TO AND ACCEPTED BY APPLICANT:**

**\*\*Name of Applicant or Group:** \_\_\_\_\_  
*Print*

**\*\*Signature of Responsible Person:** \_\_\_\_\_  
*Sign*

**\*\*Date** \_\_\_\_\_  
*Date*

\*\*\*\*\*

**[For Office Use]**

Check Schedule for Dates for Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date \_\_\_\_\_  
*Office Admin.*

Reviewed for Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date \_\_\_\_\_  
*Buildings Supervisor*

Reviewed for Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date \_\_\_\_\_  
*Kahu*

Reservation Deposit - \$300.00 Check No.: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Facility Fee: \$ \_\_\_\_\_ 50% Amount: \$ \_\_\_\_\_ Due Date \_\_\_\_\_ Check No./Date Paid \_\_\_\_\_

Balance 50% Amount: \$ \_\_\_\_\_ Due Date \_\_\_\_\_ Check No./Date Paid \_\_\_\_\_

Parking Fee: \$ \_\_\_\_\_ \*Paid Separately\* Invoice Received/Date Paid \_\_\_\_\_

Security Fee: \$ \_\_\_\_\_ \*Paid Separately\* Invoice Received/Date Paid \_\_\_\_\_

- \_\_\_\_\_ Dates checked for availability (holiday, etc.)
- \_\_\_\_\_ Parking availability/time: \_\_\_\_\_ Tamashiro side \_\_\_\_\_ School lot \_\_\_\_\_
- \_\_\_\_\_ Reviewed w/Buildings Supervisor & Kahu for approval
- \_\_\_\_\_ Approved copy to Buildings Supervisor, Caretaker & Kahu
- \_\_\_\_\_ Approved copy electronically forwarded to Buildings Supervisor
- \_\_\_\_\_ Set-up arrangements made

- \_\_\_\_\_ Parking requested and confirmed with Kaiulani School
- \_\_\_\_\_ Security requested and confirmed with Star Protection
- \_\_\_\_\_ Parking paperwork processed with David Kaneao for notarizing
- \_\_\_\_\_ Parking paperwork notarized and given to Caretaker to forward to Kaiulani School
- \_\_\_\_\_ Parking paperwork returned from Kaiulani School and invoice amount given to requestor
- \_\_\_\_\_ Security invoice received from Star Protection and fee amount given to requestor
- \_\_\_\_\_ Security and Parking invoices forwarded to Finance Clerk (keep copy)

- \_\_\_\_\_ Confirm guard the week of the event
- \_\_\_\_\_ Person assigned to open/close \_\_\_\_\_
- \_\_\_\_\_ Keys to be given to: Member \_\_\_\_\_ Guard Service \_\_\_\_\_
- \_\_\_\_\_ Closing report from Buildings Supervisor
- \_\_\_\_\_ Notify finance clerk to release deposit (if approved by Buildings Supervisor)