

Kapaa Hongwanji Mission
Request to Use Hall Facility
(Members-Short Term)

Name of Organization or Individual: _____

Date of Activity: _____ Time of Use: From _____ to _____

Number of attendees: _____ Area to be used: Hall Kitchen Appliances
(Circle)

Purpose of Use: _____

Responsibility of User:

1. Replace or pay for any damage to Property and/or Facilities.
2. Restrict the proposed use or activity to the Hall only.
3. Prepare Facility for use.
4. Have the premises vacated no later than 11:00 pm.
5. Restore Facility to original condition after use. This includes the windows closed, lights & fans off, tables & chairs put back.
6. Clean all areas used, including restrooms and grounds or premises.
7. Prevent any unlawful activity, common nuisance or breach of peace including unreasonable loud noise from occurring on the property.
8. Remove trash from the property for proper disposal. The use of KHM's trash bin is not allowed.
9. Ensure the following are done if the Kitchen Facilities and Equipment are used:
 - a. Wash, dry and return all utensils, pots, pans, etc. and equipment to their place of storage.
 - b. Remove garbage generated from the premise. The temple's trash bin shall not be used.
 - c. Check stoves, ovens and other cooking equipment used to ensure they are turned off and wiped clean from any spillage.
 - d. Clean all counter and table surfaces. Sweep and mop the floor.
 - e. Dispose of cooking oil properly. Do not dispose in the sink or on the ground.
 - f. Provide personal supply of disposable plates, utensils, etc.

Special Event Insurance Requirement: All Users are required to acquire a Special Event Insurance policy with a \$1,000,000 General Liability minimum and **naming Kapaa Hongwanji Mission and the Honpa Hongwanji Mission of Hawaii as Additional Insured.** The User shall provide a copy of the Additional Insured Certificate of Insurance prior to occupancy of the Hall.

Fees for use of Kapaa Hongwanji Mission's Hall Facility are to be paid after request has been approved. Fees are as follow:

Up to 50 persons attending the event:	\$100 per day	\$35 per hour	hourly rate for up to 3 hours
Up to 100 persons attending the event:	\$200 per day	\$100 per hour	hourly rate for up to 3 hours
More than 100 persons attending the event:	\$300 per day	\$150 per hour	hourly rate for up to 3 hours
For the use of the audio equipment:	\$50 per day		

Refundable deposit: \$100 (to be included with application for use and shall be refunded if the user is found to have complied with the above listed responsibilities) The deposit will also assure that the date is reserved for you.

Cancellation: If the reservation is cancelled a month prior to the event the deposit will not be refunded.

If you agree to the above and to the Kapaa Hongwanji Mission's **Policies For Use Of Hall Facility** please complete and sign below. Please attach your deposit to this form. Insurance and payment is required after approval. Check should be made payable to **Kapaa Hongwanji Mission.**

Name of Applicant: _____ Signature: _____
(Print or Type)

Date: _____ Phone: _____ E-mail: _____

Mailing Address: _____
(Street) (Town) (State) (Zip Code)

Deposit (\$100) Received _____ Insurance Certificate _____ Rental Fee _____

Approved: _____ Date: _____
(President or Its Representative)

KAPAA HONGWANJI MISSION POLICIES FOR USE OF HALL FACILITY

This policy is made to clarify the use of the Hall, Kitchen Facilities and the Grounds by members of the temple, non-members and non-profit organizations.

Definitions

"Day" shall mean a continuous period in excess of 3 hours.

"Kapaa Hongwanji Mission auxiliary organization" shall mean any Boy Scout Troop, Cub Scout Troop, Girl Scout Troop or Brownie Troop that is allowed to conduct their activities on the temple property.

"Kapaa Hongwanji Mission cultural activity" shall mean any activities that teaches martial arts, flower arranging, etc.

"Kapaa Hongwanji Mission organization" shall mean Kapaa Hongwanji Mission's Women Association, Senior Buddhist Association, Jr. Young Buddhist Association and Dharma School.

***Long term activity"** shall mean any event that will be conducted over a period of more than one day of the week, month or year.

"Long term passive activity" shall mean any event that will be conducted over a period of more than one day of the week, month or year and the event is deemed such that injury to a participant is not likely to occur.

"Member" shall mean a person and his or her spouse who is current with the annual KHM membership dues.

"KHM" shall mean the Kapaa Hongwanji Mission.

"Non-member" shall mean any person who is not current with or who has not paid the annual KHM membership dues.

General

- A. All requests for use of Hall shall be made on the form provided by Kapaa Hongwanji Mission and reviewed by the resident minister and the Board of Directors.
- B. Members in good standing and non-members may be allowed to use the Hall. KHM organizations and KHM sponsored organization may also be allowed to use the Hall.
- C. No approval shall be granted for the use of the Hall for residential, commercial or political purposes.
- D. When approval is granted, the permittee shall be responsible for all preparation, restoration, clean up and payment for necessary replacement or repair.
- E. The use of the Facility will be on a first-come, first serve basis that will be received by the resident minister and forward to the KHM board of directors for approval. The resident minister will keep a master schedule to ensure that there will be no conflicts in the use of all Facilities.
- F. The use of the Hall by other Hongwanji and Buddhist temples may be granted by the resident minister with the concurrence of the Board of Directors on a case by case basis.
- G. Consumption of alcoholic beverages and use of illicit drugs is prohibited.
- H. No smoking in the Hall and adjoining areas.

Fees and Charges

- A. Fee Exemptions: KHM organization are considered KHM sponsored organizations and are exempt from fees.
- B. Use of Facility Monthly Fee: A monthly fee rate for KHM affiliated organizations or approved cultural Clubs will be determined by the KHM Board of Directors wherein a separate rental agreement may be required.
- C. Use of Hall Facility Daily or Hourly Fees: All non-sponsored organizations and cultural clubs shall be subject to the appropriate Daily or Hourly Fees. Individual members and non-members are subject to the appropriate Daily or Hourly Fees. Fee rate is determined by the KHM Board of Directors.
- D. The deposit shall be returned to the Applicant only when the Facility has been inspected and found to be restored to its original condition and cleaned.

Long Term Activities

KHM reserves the right to determine if an activity is deemed to be passive or non-passive on a case by case basis. The fees required for the use of the hall shall be determined by the Board of Directors. KHM requires a Special Event Insurance policy with a \$1,000,000 General Liability minimum and naming Kapaa Hongwanji Mission and the Honpa Hongwanji Mission of Hawaii as Additional Insured for any activity deemed to be a Passive Activity.

Cancellation and Rescheduling

Kapaa Hongwanji Mission reserves the right to cancel or re-schedule an approved reservation whenever a conflict may arise with a KHM activity.