



**First Unitarian Church of Honolulu**

A Unitarian Universalist Welcoming Congregation  
2500 Pali Highway, Honolulu, Hawaii 96817  
Tel: 808-595-4047 Fax: 808-595-4037

**FACILITIES USE  
APPLICATION/AGREEMENT**

**APPLICANT:**

Organization: \_\_\_\_\_

Individual: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_  
**(Only rooms requested are to be used.)**

Date(s)/Hour(s) of use: \_\_\_\_\_  
**(Including set-up and clean-up, Restore furniture to positions prior to use)**

**[USER IS RESPONSIBLE FOR OWN SET UP & CLEAN UP - SMOKING IS NOT PERMITTED IN BUILDING.]**

Type & Purpose of Activity: \_\_\_\_\_

Designee of User to be in Charge During Use: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

Cars estimated number expected: Min. \_\_\_\_ Max. \_\_\_\_ Average \_\_\_\_

Equipment requested (kind/number): Chairs \_\_\_\_ Tables \_\_\_\_ Coffee Pots \_\_\_\_

**AGREEMENT:** By the execution of this document, the undersigned while using the above Church facilities and equipment, agrees to comply with the conditions of the Application, and the Special Conditions which I have read and fully understand, and which with the Application constitute a binding Agreement.

\_\_\_\_\_  
Applicant Signature Date: \_\_\_\_\_

CHURCH: Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Monetary Contribution: \_\_\_\_\_ x no. of times used \_\_\_\_ = \_\_\_\_\_

Security Deposit: \_\_\_\_\_ (Separate Check). All Payments Due: \_\_\_\_\_ Reservation is not confirmed as final until both deposit and monetary contribution have been received. Space will be held by oral agreement until: \_\_\_\_\_

**SECURITY DEPOSIT:** Unless otherwise arranged, deposit will be equal to one time rental. This deposit will be refunded if premises are left in same condition as when rented. User will be liable for any damages including those which exceed the amount of the deposit.

**CANCELLATION:**

- If canceled by \_\_\_\_\_ full refund (31 or more days in advance)
- If canceled by \_\_\_\_\_ 50% refund (14 -30 days in advance)
- If canceled by \_\_\_\_\_ NO REFUND

Reservation is not confirmed as final until this application is returned and confirmed. Space will be held by oral agreement until: \_\_\_\_\_.

**CANCELLATION:** If you cancel, contact the church office to place space(s) back in general use.

**PARKING:** BE ADVISED, parking is limited and concurrent events are scheduled in other areas of the church. It may be necessary for USER to provide a **parking coordinator** to assist parking on/off church grounds. Parking shall be permitted on the church grounds only in the area(s) assigned and designated on the attached parking map. Availability and coordination of parking is NOT the responsibility of the Church.

## SPECIAL CONDITIONS APPLICABLE TO USE

**Advertising:** Notices and advertisements posted, distributed, or published by User for the activity/event shall clearly indicate that the activity/event is AT the Unitarian Church, 2500 Pali Highway, and shall clearly indicate that the activity/event is sponsored by the renting person, group or organization with a name and phone number for further information.

All publicity shall contain the following lines:

**“AT the Unitarian Church, 2500 Pali Highway  
Sponsored by [*specify the sponsor*]  
For further information contact [*specify a name and phone number*]”**

**Liability:** User shall with respect to its activities use due care for public safety, and agrees to defend, hold harmless and indemnify the Church, its officers, employees, and agents against all claims or demands for damages, including claims for property damage, personal injury or death, arising out of the activities, or growing out of or caused by any failure on the part of the User, its officers, employees, or agents to maintain its activities in compliance with law, and the conditions of this Agreement.

**Insurance:** The Church as a condition of use reserves the right to require the User to maintain liability insurance coverage of limits not less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate and to provide a certificate naming the Church as an additional insured.

**Food/Beverage:** NO food or beverage shall be served without prior arrangement with the Church; if permission is granted, User shall not eat or drink in any areas, except the Kitchen and Art Room. All Church equipment, utensils and other items used shall be cleaned as required and returned to their former locations or storage areas.

### **Premises Care:**

(a) **Equipment:** Chairs, tables and other equipment authorized by the Church for use and moved by the User for its purposes shall be returned and setup right, upon completion of use;

(b) **Trash:** All paper, cups, trash, etc., shall be picked up by User and removed at the completion of each use; and the room(s) shall be left in an orderly and clean condition. Also, all special decorations provided by User shall be removed from the premises by User immediately following the event;

(c) **Posting:** User shall not attach items to any walls, or any other part of the building, either outside or inside; any announcement posted on the Church Bulletin Board, shall be removed immediately following the event;

(d) **Children:** If children are included in User's group, User shall arrange appropriate supervision, and limit their activities to the areas covered by this agreement;

(e) **Damages:** User shall be responsible and pay upon demand for any damage to the building, rooms, furnishings, or equipment caused by User or its invitees, and also shall pay for any special cleaning that may be required.

**Hours of Use:** User shall adhere strictly to schedule of use shown on the application (for Building and Grounds).

**Noise:** User shall control its activities to reduce noise to reasonable levels in deference to adjacent residences, and other groups that may be using Church facilities.

**Breach:** Failure by User to strictly comply with these conditions will jeopardize user's future use of the facilities, and shall make User liable for damages.

**Changes/Exceptions:** Changes or exceptions to the conditions of this Application Agreement shall be made only at the discretion and upon written approval of the Chairperson, Building Use Committee of the Church.