

PUNA HONGWANJI MISSION
P.O. Box 100
Keaau, Hawaii

Church Facilities Fee Schedule
And Rules of Operation and House Rules

	1 Community	2 Individual	3 Meetings	4 Members
<u>1. RECOMMENDED FEES:</u>				
a. Use of Hall	\$500	\$300	\$250	\$200
b. Conference Room	\$150	\$125	\$100	---
<u>2. HALL SET-UP:</u> Tables & Chairs	\$100	\$100	\$100	\$50
<u>3. BREAKDOWN:</u>	\$100	\$100	\$100	\$50
<u>4. PA SYSTEM:</u> \$10 per hour across the board-----				
<u>5. SECURITY DEPOSIT:</u> Community; \$500, Individual; \$250, Meetings; \$250, Conference Room; \$200, Members; \$100.				

Refundable, if no damage to equipment, facility, grounds, and parking area.

CANCELLATION 90 Days (or less) prior to the date of the event may result in FORFEITURE OF THE DEPOSIT.

7. RULES OF OPERATION:

- a. All rental fees are due in advance.
 - b. Reservations for facilities must be made two months in advance, but no more than one year before the event.
 - c. A five-member facility use management committee shall be responsible for the management of the facilities and its use.
 - d. Insurance coverage by user groups is required, the management committee shall be responsible for reviewing and changing the policy.
 - e. No smoking allowed within the facilities, and in compliance with current State and County ordinance.
 - f. These rules and fee schedule may be changed without notice. Member must have been Gojikai member for at least one year at date of application and current in all dues.
 - g. Earlier access may be arranged for decorating, audio set-up, however a fee will be imposed.
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