

Puna Hongwanji Mission  
.O. Box 100  
Keaau, Hawaii 96749

## General Guidelines for Facility Use

### 1. General Rules:

- a. Priority for use of all temple buildings, facilities and grounds shall be official temple functions, Affiliates, Gojikai members and the community.

### 2. Applications:

- a. Reservations for facilities must be made in advance, but not more than one year before the scheduled event. Special consideration shall be given to official temple functions, affiliates and Gojikai member.

### 3. Approval:

- a. The Minister or Kyodan President, Officers (in the absence of the foregoing) shall approve all requests prior to placing it in the master calendar of the Temple.

### 4. Equipment and Furniture:

- a. No equipment and furniture shall be removed from the Temple premises.

### 5. Uses by Non-Hongwanji Groups and Individuals:

- a. Non-Hongwanji groups or individuals may use the facilities and grounds for activities, which are sensitive to the beliefs of the Puna Hongwanji Mission for a fee and deposit.

### 6. Usage:

- a. Liquor Sales are not allowed.
- b. Smoking not allowed in compliance with State Statues and County Ordinance.
- c. All Groups---refer to specific Rules and Guidelines for spaces borrowed.
- d. All Groups must exit Hongwanji premises by 10:00 p.m., unless approved otherwise.
- e. Facility and grounds must be returned to original condition---**CLEAN**.
- f. Unacceptable cleaning and/or damages to facilities will be corrected and charges levied against the borrower.
- g. All trash must be Reduced (especially boxes & aluminum trays and pans), Bagged, Tied, and removed from the Hongwanji premises.
- h. The use of duct tape or any other strong adhesive tape are absolutely prohibited anywhere on the building.

### 7. Liability:

- a. The Borrower assumes all responsibility and liability as follows:
  1. For Damages to the facility, grounds and/or its contents.
  2. For the proper conduct of activities held.
  3. For all injuries occurring on the premises.
  4. For contacting the proper authorities in case of emergencies.
  5. For maintaining all safety rules.
  6. Comply with laws regarding Alcohol Consumption and Smoking.

### 8. Insurance Requirement:

- a. For commercial or Organization Users, a certificate of insurance must be furnished naming the Puna Hongwanji Mission as an additional insured. The recommended minimum limits are \$500,000.00 per occurrence and \$1,000,000.00 policy aggregate.
- b. For personal private users, a copy of their homeowners insurance declaration page or a proof of insurance certificate, showing the personal liability coverage, must be provided. Recommended minimum limit is \$500,000.00.

### 9. Security and Cancellation: See Fee Schedule and Rules of Operations item 5.