

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

Requested Date: _____
Date of Inquiry: _____
Taken By: _____

Application for Use of Church Facilities

1. Individual/Organization (Print): _____ 2. Fed ID. # _____

3. Category (Circle one): (1) (2) (3) (4)

4. Name of Borrower (Print): _____

5. Mailing Address: _____ (Street Address) _____

6. For: _____

7. The use of: Hall _____ Conference Room _____ Kitchen _____
is hereby requested as follows:
a. Date of use: _____ From: _____ To: _____
b. Day before: _____ From: _____ To: _____

8. Type of Function:

9. Approx # People: _____

10. START TIME: _____

11. END TIME: _____

12. Use of the following equipment is requested:

Chairs: _____
Tables: _____
P/A System: _____

13. Services:
Set-up: _____
Breakdown: _____
Trash Removal: _____

14. TOTAL: _____

15. \$ _____ Received By: _____ Date: _____
*Deposit

16. \$ _____ Received By: _____ Date: _____
Fee

17. APPROVED BY: _____ Date: _____

18. **Deposit:** Community: \$500, Individual: \$250, Meetings: \$250, Conference Room: \$200, Members: \$100.

Refundable, if no damage to equipment, facilities, grounds and landscape areas.

Cancellation 90 days (or less) prior to the Date of the Event may result in FORFEITURE OF THE DEPOSIT.

If application is filed less than 90 days prior to the event, the full amount is payable upon filing the Application.