

Puna Hongwanji Mission
P.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, 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 members.

3. Approval:

- a. The Rental Committee, Kyodan President, or 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.
- b. Tables and chairs need to be clean and properly stacked at the end of the rental period.

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. All Groups must exit Hongwanji premises by 10:00 p.m., unless approved otherwise.
- b. Facility including restrooms and grounds must be returned to original condition---**CLEAN**.
- c. Unacceptable cleaning and/or damages to facilities will be corrected and charges may be levied against the borrower.
- d. Trash removal and disposal shall be the responsibility of the borrower. Borrower is to provide their own trash bags.
- e. The use of duct tape or any other strong adhesive tape, staples, thumbtacks, nails, and screws are absolutely prohibited anywhere on the building.
- f. There shall be no parking in-front of the Parsonage garage.
- g. Cooking may be allowed with the approval of the rental committee.

7. Liquor and Tobacco:

- a. Liquor Sales are not allowed
- b. If the borrower serves or allows the consumption of alcohol, no consumption is allowed outside of the building.
- c. BYOB (Bring Your Own Booze) constitutes allowing the consumption of alcohol.
- d. Applicant is responsible for the proper behavior of the guests.
- e. Any Violation may result in the forfeiture of the Security Deposit.
- f. No smoking allowed within the facility and in compliance with current State and County Ordinances

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.

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 \$300,000.00 per occurrence and \$500,000.00 policy aggregate. 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 \$300,000.00.

9. Security and Cancellation: See Fee Schedule and Rules of Operations item 7.