

PUNA HONGWANJI MISSION

**P.O. Box 100
Keaau, Hawaii**

**Church Facilities Fee Schedule
and Rules of Operation**

	1 Community Fundraisers Craft Fairs	2 Individual	3 Meetings/Non-Profit Charitable Org.	4 Members
<u>1. RECOMMENDED FEES:</u>				
a. Use of Hall	\$500	\$400	\$250	\$200
b. Conference Room	\$150	\$125	\$100	Donation
<u>2. HALL PREP, Day before</u>	\$250	\$150	\$125	\$100
<u>3. EARLY OPENING</u> from 6:00 am to 8:00 am				\$25 per hour or fraction thereof will be assessed
<u>4. PA SYSTEM:</u>	\$25 flat rate			
<u>5. SECURITY DEPOSIT</u>	\$300	\$300	\$200	\$100
<u>6. Conference Room Security Deposit</u>		\$50 across the board		
<u>7. Security Deposit is Refundable IF:</u>				
a.	There is no damage to equipment, facility, grounds and parking area.			
b.	All facilities and equipment are clean and table and chairs are properly stacked			
c.	There are no violations of the Rules of Operation and General Guidelines			

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

8. 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 facility use management committee shall be responsible for the management of the facilities and its use.
- d. Insurance coverage by user groups and individuals 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. Liquor sales are not allowed.
- g. If alcohol is served or allowed to be consumed,
 - 1. No consumption of alcohol is allowed outside the building.
 - 2. BYOB (Bring Your Own Booze) constitutes allowing the consumption of alcohol.
 - 3. Any violation may result in the forfeiture of the Security Deposit.
 - 4. Borrower shall be responsible for the proper behavior of the guests.
- h. All users must comply with and abide by any and all Federal, State of Hawaii and County of Hawaii laws and any violation of such law shall result in immediate termination of this agreement to use the Puna Hongwanji Mission facility.
- i. These rules and fee schedule may be changed without notice. Member must have been a member for at least one year at date of application and current in all dues.
- j. Rental period is from 8:00 am to 10:00 pm. Earlier access may be arranged for decorating, audio set-up, however a fee may be imposed.