

FIRST UNITED PROTESTANT CHURCH
1350 Waianuenue Avenue, Hilo, Hawaii 96720

CHURCH FACILITIES USE REQUEST FORM (Revised: December 18,2019)

FUPC Form CF1

Requests for facilities use will be accepted from nonprofit social service groups, other churches and church organization, and educational and charitable organizations. Members of the congregation desiring to use the facilities for social or educational functions may be accommodated. Events or activities not covered in this policy shall be referred to the Church Council for a decision.

Note: The Church Council meets once per month.

Please be mindful that our Sanctuary is a place of worship with hymnals and items of sacred use. Treating our facility with respect is requested and we appreciate keeping children supervised at all times.

Facilities available: The Sanctuary, Library/Classroom (restrooms will be available during all forms of use).

Conduct: Meetings shall be orderly and in keeping with the principles and purposes of the church. An adult member of the group using the facilities shall be responsible for order, clean up, insuring that furniture and equipment are returned to their original locations. Alter Table, Chairs, & Flower Stands are to be placed in the left front corner of the Sanctuary with the chairs facing the wall and should not be used. Users are to remove from the church campus all trash generated by their activity.

FOOD and/or DRINKS ARE NOT ALLOWED IN THE NARTHEX, SUNDAY SCHOOL ROOM OR SANCTUARY AT ANY TIME. SMOKING AND GUM CHEWING IS NOT PERMITTED IN THE CHURCH BUILDINGS OR ON CHURCH PROPERTY AT ANY TIME. ALCOHOLIC BEVERAGES AND ILLICIT DRUGS ARE NOT PERMITTED.

Request Procedure: Use requests are to be submitted on a Facilities Use Request Form, accompanied by an Indemnification Agreement Form which will be furnished by the church office. Forms must be fully completed and signed and presented for action by the Church Council (currently meeting the third Sunday of each month). Users of church facilities agree to hold First United Protestant Church free of responsibility for any damage, injury, or other loss occurring during church use. Users shall assume all responsibility and liability for any such occurrence. Requests for extended periodic use may be approved for up to one year.

Equipment Use: The piano in the Sanctuary shall be moved **ONLY** under the supervision of the caretaker representing the church at your event/rehearsal. **DO NOT** move the piano without the caretaker present. **DO NOT PLACE ANY ITEMS ON TOP OF THE PIANO OTHER THAN THE PIANO LIGHT.** The piano light is available for use; however, the caretaker will set it up for you and remove it for you at the end of the performance/rehearsal. **DO NOT** move the light without the caretaker present.

Scheduling/Priorities: A calendar of meetings and facility use is maintained in the church office. This calendar must be consulted prior to making a use request. Church activities are given priority. User groups or organizations will be rescheduled, or facility use denied if the church requires the use of the facilities due to unforeseen circumstances such as a funeral. Performances or rehearsals can be scheduled on Monday, Tuesday, Thursday and Sunday from 6:30pm to 10:00pm and 9:00am to 10:00pm on Saturdays.

Fees: Fees will be assessed to cover the cost of building maintenance, utilities, and caretaker services. Current taxes will be added to all charges. The caretaker will be determined by the Church Council.

Sanctuary	\$300.00 per use (includes 1 rehearsal)
Sanctuary	\$50.00 per rehearsal for any additional rehearsal time or any rehearsal not affiliated with a Sanctuary fee (\$300.00)
Sunday School Room	\$50.00 per use
Caretaker	\$15.00 per hour (necessity to be determined by Council)

Deposit: A damage and initial deposit of \$150.00 is required, along with your Facility Use Request Form, prior to the confirmation of booking your event. No reservation will be held without a deposit. Your deposit check will be deposited into FUPC bank account upon approval of your Facility Use Request by the Church Council. The deposit is considered for booking procedure and possible damage/clean-up. The damage or excessive clean-up may be assessed against the deposit at the discretion of the First United Protestant Church Council and Caretaker. If there is no damage or clean up, First United Protestant church will have the deposit refunded to the applicant.

Clean Up Check List: A clean up check list is attached to this application and this check list must be signed and returned to receive the initial deposit, provided they are no damage and clean up required.

Contact: We ask that the applicant does not contact the Pastor . If you have any problems or concerns prior to or on the day of your event, please contact the church office by phone at 935-5914 or by email at fupchiloa@hawaiiantel.net.

I have read and understand the request form and will abide by the rules expressed in the document.

Name

Date

REVISED: December 2019

Church Facilities Use Request
FUPC Form CF2

Today's Date: _____

Date of next Church Council Meeting: _____

Group/Organization: _____

Contact Information:

Name: _____

Address: _____

Telephone: _____

Cell phone: _____

Date/s of Sanctuary Use:

Rehearsal Date, Day & Time _____

Performance Date, Day & Time _____

Alternate Dates, Day & Times: _____

Date/s, Day & Time of Library Use: _____

Signature: _____

For Office & Church Council use only:

- _____ **Master Calendar Clear**
- _____ **Facilities Use Request Form Completed**
- _____ **Indemnification Agreement Completed**
- _____ **Date of Church Council Meeting Noted**
- _____ **Approved**
- _____ **Not Approved**

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INDEMNIFICATION AGREEMENT

FUPC Form IA1

The undersigned individual(s), group and/or organization, his/her or their heirs, personal representatives and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the First United Protestant Church permitting and allowing the use of the designated rooms, buildings, and/or facilities, jointly and severally agree(s) to indemnify and save harmless the First United Protestant Church against any and all losses, liabilities, demands, claims, suits, actions or process of every name, character and description which maybe suffered or incurred by or brought against the First United Protestant Church, for or on account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of any act or acts, or the omission thereof, of the undersigned individual(s), group and/or organization.

Name of Organization

By: _____

Title: _____

Date: _____

Date(s) to be Used _____