

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

CHURCH FACILITIES USE REQUEST FORM (Revised: April 2022)

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).

Covid Precautions: In order to protect all participants and our parishioners, the church will set all Covid precautions-- which must be followed. These precautions may include contact tracing sheets, masks, 6-foot social distancing and temperature checks. If necessary, some sitting areas may need to be closed.

While we recognize all Federal/State/CDC guidelines, we reserve the right to put in any precautions in order to protect the Church's parishioners.

Unfortunately, if a Covid outbreak occurs, we may need to cancel the event. We will give as much notice as possible. All fees will be refunded. Any lost revenue incurred will be at the expense of the event sponsored.

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 events is maintained in the church office. This calendar must be consulted prior to making a facility use request. Church activities are given first priority. User groups or organizations can be rescheduled, or their facility use request may later be denied if the church requires the use of the facility due to unforeseen circumstances such as a funeral. Please check with the church office to see if your facility request is likely to be accommodated.

Fees: Fees will be assessed to cover the cost of building maintenance, utilities, and caretaker services. Tax (4.25%) 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
Caretakers	\$15.00 per hour (up to two- determined by Council)
Piano/Organ use	\$125 flat rate-includes rehearsal time

1. FUPC's piano is only tuned by Grant Otomo (Honolulu) and FUPC's pipe organ is tuned by Jim Gruber (Maui). No other tuners are allowed to tune the instruments, nor may tuning be scheduled without permission of FUPC and its organist/pianist, and that this policy is enforced. The user(s) face forfeiting some or all deposits, possible cancellation of event(s) and a ban on future requests if the policy is violated.

Disinfecting Venue	\$15.00 per hour
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Deposit: A damage and initial deposit of \$150.00 is required, along with your Facility Use Application, prior to the confirmation of booking your event. No reservation will be held without a deposit. The deposit is use for booking procedure and possible damage/clean-up. Any 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 refund the deposit to the applicant.

Clean Up Check List: A clean up check list is provided to the applicant, along with in this application. The check list must be completed and returned to receive the initial deposit back, provided there are no damages or clean up required.

Contact: We ask that the applicant **do not contact the Pastor** or any other staff member of First United Protestant Church. Please contact the caretaker only should there be any concerns.

Caretaker Contact Name _____

Caretaker Contact Number _____

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

Name

REVISED: April 2022

Church Facilities Use Request
FUPC Form CF2

Today's Date: _____

Date of next Church Council Meeting: _____

Group/Organization: _____

What the Facility will be used for: _____

Contact Information:

Name: _____

Address: _____

Telephone: _____

Cell phone: _____

Date/s of Sanctuary Use:

Rehearsal Day/Date, Time Start/Time end _____

Performance Day/Date, Time Start/Time end _____

Estimated attendance _____

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 _____