

# Waiola Church Facility Rental Contract and Rules

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**Responsible Person:** \_\_\_\_\_

**Member of Waiola Church:**

Yes

No

Associate Member

**Organization (If Any):** \_\_\_\_\_

**Mailing Address:**

**Phone:**

(      )

**Email:**

**Date of Rental:**

**Purpose of Rental:**

**Time of Rental:**

From

To

**Number of People:**

*(times must be provided 30 days in advance)*

**Stove/Oven Use:**

Yes

No

**FACILITY**

**FEE**

**RENTAL DUE**

**NOTES**

Hall & Kitchen

**\$650**

**\$** \_\_\_\_\_

*Fee is for up to 9 hours rental (including setup & cleanup time). Add \$75/hour for rental over 9 hours. Example: 10 am – 10 pm rental is \$875, including \$225 for 3 additional hours.*

**Additional hours over 9:**

\_\_\_\_\_ hrs x \$75

**\$** \_\_\_\_\_

**Day Before Setup** (if available)

**\$200**

**\$** \_\_\_\_\_

*Entrance no earlier than 2 pm and hall vacated and locked by 10 pm. Availability confirmed 7 days prior to rental date, setup payment refunded if not available. Previous day setup fee waived for morning events that end by 3:00 pm.*

**Sanctuary** (max 150 people)

*Fee includes cleaning. No deposit needed*

**\$200**

**\$** \_\_\_\_\_

**TOTAL RENTAL FEE**

**\$** \_\_\_\_\_

**Security Deposit** (waived for regular church members)

**\$350**

**Your date is NOT secure until this is paid.**

**Your Paid Deposit Secures Your Event. ALL other fees are due 30 days prior to rental date.**

	\$	Date	Chk #/Cash	Rcpt #	Church Rep Initials
Security Deposit Paid					
Rental Fees Paid					
Deposit Returned					

Notes

**After-Event Inspection**

**Keys Returned**

**Renter's Initials** \_\_\_\_\_

## Waiola Church Contract and Indemnification Agreement

This agreement for rental of church facilities is executed \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_(Renter) and Waiola Church. Waiola Church agrees to rent (\_\_\_\_) Keopuolani Hall (\_\_\_\_) Sanctuary (\_\_\_\_) Other) on the date of \_\_\_\_\_ for the following purpose \_\_\_\_\_.

### **Renter and Waiola Church agree to the following:**

Renter agrees to provide fees and the church agrees to provide noted facilities for rent.

Renter shall, to the maximum extent permitted by law, indemnify and hold harmless Waiola Church and all of its trustees, officers, directors, employees, representatives, and agents, as well as any successors and assigns, against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature, including reasonable attorney fees, by or on behalf of any person, party or governmental authority whatsoever, arising out of the following:

(a) any failure by Renter and any of its trustees, officers, directors, employees, invitees, licenses, representatives, uninvited guests, and agents as well as its successors and assigns, to perform any of the agreements, terms, covenants or conditions of this Agreement,

(b) any accident, injury or damage, including without limitation injuries to persons and/or damage to property, which shall happen in or about Waiola Church premises or facilities, or any part thereof,

(c) any failure to comply with any laws, ordinances, requirements, orders, directions, rules or regulations of any federal state, county or city governmental authority, or

(d) Renter's possession and use of Waiola Church facilities, whether or not such use is permitted.

**Renter agrees to comply with the attached rules. Renter agrees to return the facility to the church, after the rental, in the same condition as it was received. Any cleaning required, damage to the facility or violation of facility rules, including the presence or use of alcohol, will result in forfeit of the Security Deposit.**

### **Agreed:**

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Church's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Waiola Church Policies and Procedures for Rental of Church Facilities

Waiola Church will rent facilities according to the policies below. Church policy prohibits denial of any rental based on religion, race, gender or any other legally protected status. Waiola Church prohibits the use of alcohol and smoking on the entire campus.

### Applicant Requirements for Rental

1. Responsible party must be **21 years of age**.
2. **Responsible party must be physically present** during entire rental.
3. Facilities will be rented to the first party who pays their Security Deposit.
4. Security Deposit is due upon booking. Rental fees are due 30 days prior to rental date.
5. Church facilities will not be rented more than a year in advance.
6. Organizations must designate a Responsible Person who will sign the Contract and be present during the entire rental, accepting full, personal responsibility.

### Permitted Uses of Facilities

1. Permitted rental use includes celebrations of birthdays, anniversaries, weddings, reunions, baptismal celebrations, family or organizational functions.
2. Waiola Church maintains sole approval authority for all rentals.
3. The use of Waiola Church facilities for private gain is prohibited, unless the Board of Trustees approves a specific exception.

### Permitted Times of Rental and Building Use

1. **Church facilities must be closed and secured by 10:00 pm Sunday through Thursday and 10:30pm on Friday and Saturday.**
2. **The rental period includes both setup time, event time, and clean-up time. It is from the time the doors are unlocked to start set-up, until the hall is vacated with doors are locked after clean-up.** Rental period cannot start and stop during the day. Example: If setup is done from 10 am to 2 pm and then nothing is done from 2 pm to 5 pm and event is held from 5 pm to 10 pm this is a 12 hour rental.
3. For morning events that end by 3:00 pm, setup access may be provided (if available) after 2 pm the day before the rental without incurring the previous day setup fee.
4. **Waiola Church has multiple tenants, so music or loud noise is not permitted until after 5 pm on weekdays.**

### Rental Facilities Available

1. Keopuolani Hall can accommodate 300 people inside and on both lanai. The Makai lanai is not available for setup or use Mon – Fri until after 5 pm.
2. Included in the rental are tables and chairs for approximately 200 people. If additional tables or chairs are desired, renter must obtain these from an outside source.
3. The Sanctuary can accommodate 150 people using both lanai and folding chairs.
4. Ministerial services are available separately upon request and for a fee for non-church members.
5. Restrooms and reasonable supplies are included with facility rental.
6. **Renter is responsible for trash bags, disposal of all trash to the dumpster and final clean-up returning the facility to equal or better than the condition it was received.**
7. Renter is responsible for any sound and music systems.

Renter's Initials \_\_\_\_\_

### Fees and Security Deposits

1. Security Deposit is due upon booking. Rental fees are due 30 days prior to event. Your paid Security Deposit confirms the date and time of the rental.
2. **Facilities will be inspected after use. The Security Deposit will not be refunded unless facility is returned clean, furniture is placed as before rental, the hall is vacated of people and non-Waiola property, with all doors locked by 10:00 pm (10:30 pm Friday & Saturday), the keys are returned, and no rental terms have been violated. Return of Security Deposit is solely at the discretion of Waiola Church.**
3. Cash Security Deposits will be returned in cash. Check Security Deposits will be repaid by mailed check to the responsible person.

### General Rules of Conduct for Renter, Guests and Contractors

Renter's Initials \_\_\_\_\_

1. **No alcohol or drugs of any kind may be brought onto Waiola Church property. Any evidence of alcohol, such as beer bottles in the parking lot, will result in forfeiture of deposit.**
2. **If the air conditioning is on the doors and windows must be kept closed.**
3. All bathrooms, windows and doors must be locked, and all appliances, air conditioning and switched lights turned off at end of the event.
4. No nails may be used while decorating. Tape type must be selected that will not damage painted surfaces and must be completely removed.
5. Helium balloons must not be released in Keopuolani Hall. **A \$25 per balloon fee will be deducted from your security deposit for each balloon (helium or non-helium) remaining after the rental period.**
6. No unnecessarily loud noise. Music shall be appropriate for a residential neighborhood in both volume and content.
7. Maximum Occupancy placards must be observed.
8. Locked areas and areas not rented are restricted from Renter entry or use.
9. No running or jumping on furniture.
10. All laws shall be obeyed.
11. No partying in the parking lot or roadway in front of building.
12. No firearms or weapons are allowed on premises.
13. All furniture shall be returned to locations on floor plan.
14. Renter is responsible for the behavior, cleanliness and clean-up of all contractors, suppliers or vendors.
15. All trash must be removed from the building and placed in the dumpster.

### Insurance Requirements

1. Organizations must provide insurance certificates, naming Waiola Church as additionally insured, before rental can be confirmed.
2. All Responsible Persons must sign an Indemnity Agreement.

### Application Process

1. Renter completes an Indemnity Agreement and Contract.
2. Renter pays Security Deposit at the church office, which secures date and time.
3. Cancellations more than 30 days prior to an event will receive 100% refund.
4. Cancellations 30 days or less before the event will receive a refund less \$200.00

Renter's Initials \_\_\_\_\_