

# **Parish of St. Clement, Honolulu, Hawai`i**

## **Policies and Procedures For Use Of Facilities**

### **I. Introduction**

The Parish of St. Clement (the Parish) is an inclusive and caring Christian community, comprised of St. Clement's Church (the Church) and St. Clement's School (SCS).

The policies and procedures for use of the Parish facilities are established by the Parish Administrator and Rector. The interpretation and enforcement of the rules of use for Parish facilities are at the discretion of the Parish Administrator and Rector. Rules may be modified at any time with proper notice to the requestor.

### **II. Use of the Facilities**

1. Activities that are contrary to the Parish mission statement will not be tolerated. All activities must be suitable and appropriate for the facilities.
2. Users of the facilities must have a non-discrimination policy and must not discriminate against any participant on the basis of race, color, national origin, religion, sex, gender, sexual orientation, marital status, or disability.
3. Facility Use Priorities:
  - a. St. Clement's Church activities
  - b. St. Clement's School activities
  - c. Episcopal Diocesan activities
  - d. St. Clement's Parishioners' non-church activities
  - e. Non-profit general community use or events
  - f. General community welfare activities
4. All groups in d, e, and f above will be charged according to the fee schedule attached.
5. Groups of 26 or more must provide the established refundable damage deposit.
6. Any non-parish group or individual must read, sign, and abide by the Liability Statement and Damage Waiver in Section IX and provide a Certificate of Insurance as described in Section IX when required.

### **III. Obtaining Permission and Opening the Facility**

1. Contact the Parish Office (955-7745 or in person) to obtain the proper Reservation Request Form.
2. Parish groups must also complete the Reservation Request Form for general events (on an annual basis) and special events.
3. Regular non-parish users must complete the Reservation Request Form annually.
4. In accordance with the Facilities' Fee Schedule, the agreed upon fees will be due and payable upon approval and confirmation of the reservation. If the reservation is cancelled, 25% of the fees will be retained by the Parish. Please make checks payable to The Parish of St. Clement.

#### **IV. General Facility Rules**

1. Smoking is not allowed in any of the facilities or on any part of the campus.
2. Alcohol may only be served on campus if prior approval has been given.
3. Illegal drugs or weapons will not be tolerated anywhere on campus.
4. Loud music and activities must be avoided. Please respect and be considerate of our neighbors.
5. Activities must end no later than 10:00 p.m. Clean-up should be completed by 11:00 p.m. Please keep noise to a minimum after 10:00 p.m.
6. Children under the age of 12 must be supervised by a responsible person at least 16 years old at all times.
7. No animals other than service animals are allowed inside without prior permission. The person/group using the facilities is responsible for cleaning up any messes made by the service animal or damage done by the service animal. The group using the facilities may request verification that the animal is a certified service animal.
8. All furniture should be returned to the configuration in which it was found.
9. Decorations must not be hung from light fixtures or speakers. Duct tape may not be used for any purpose.
10. The Sanctuary area must be used in a respectful manner. No food or drink may be consumed in the Sanctuary. Water containers with lids are permitted.
11. The office shall remain locked except during business hours and is not available for use by groups. Office telephone is for emergency use only.
12. Violation of these rules may result in being prohibited from the future use of the facilities.

#### **V. Parking**

1. The use of the facility includes parking in non-reserved areas. The Parish is not responsible for theft from or damage to any vehicles or their contents.
2. More than 30 vehicles at an event will require a paid parking attendant (not valet) provided by the parish.
3. Street parking is available. Please check posted signs for restrictions. Do not park illegally. Do not block any driveways.

#### **VI. Kitchen**

1. Each group or individual using the kitchen must be properly instructed by the Sexton or a designated representative of the Parish.

2. Each individual or group using the kitchen is responsible for washing, drying, and properly putting away all utensils, dishware, cookware, and equipment used.
3. Linens and towels must be provided by the user. Church groups using church linens must properly launder and return linens to the kitchen within a week after their event.
4. Non-parish groups must provide their own consumable supplies such as food and paper products.
5. Please check that the ovens and stove are off and any small appliances are unplugged when finished with use.
6. Please do not let the water run in the sinks unnecessarily in an effort to conserve water.
7. Take all trash to the outside dumpster on the ewa end of the building.
8. Remove all leftover food and consumable supplies.
9. Please sweep floor and wipe down sinks and counter areas. Broom and dustpan are located by the front kitchen door. Cleaning sprays are located over the wash sink.
10. Report any appliance or equipment that is not working properly. Either leave a note in the mail slot or phone the office (955-7745) and leave a message.
11. Upon leaving, please make sure all lights, appliances, and air conditioner are turned off and water faucets are closed.

## **VII. Closing the Facility**

1. Please clean up all spills, wipe down tables and chairs.
2. Return tables and chairs to the configuration in which you found them.
3. Take all trash to the outside dumpster on the ewa end of the building.
4. If you have used the wet bar, please clean the area and any appliances used. Make sure all small appliances are unplugged and the water faucet is closed.
5. Make sure all exterior doors are closed and locked.
6. Turn off all the lights and air conditioners. The lanai lights are on a timer.
7. Keys are to be put in an envelope and dropped in the mail slot at the end of the event.

## **VIII. In Case of Emergency**

1. In case of fire or medical emergency, call 911.
2. For facility emergencies, see the notice posted in each of the facility locations.

**IX. Liability Statement and Damage Waiver**

You have requested permission to use St. Clement’s facilities. In order to use those facilities, a responsible party must agree to defend, indemnify and hold harmless The Episcopal Diocese of Hawai'i ("EDH") and The Parish of St. Clement (Parish) against all claims and demands for loss or damage, including property damage, personal injury and wrongful death, arising out of or in connection with the use of the facilities by you or any person claiming by, through or under you, or any accident or fire in the facilities or any nuisance made or suffered thereon, or any other liability whatsoever on account of the use of the premises, and will reimburse EDH and the Parish for their costs and expenses, including reasonable attorneys' fees, incurred in connection with the defense of any such claims. If you are a corporation, this agreement must be signed by an officer duly authorized by the Board of Directors; if you are a partnership, a General Partner must sign this agreement; if you do not fall within either of these categories or are an unincorporated association, etc., the responsible person signing below agrees to all of the above.

In addition, you are required to provide a Certificate of Insurance providing evidence that comprehensive general liability insurance is in effect. The comprehensive general liability insurance shall include 1) coverage of premises and operations, products and completed operations, host liquor liability (if liquor is to be served), blanket contractual liability, personal injury and advertising injury, and broad form property damage; 2) limits of liability shall be \$500,000.00 for combined single limit and bodily injury and property damage; 3) occurrence form; 4) EDH and the Parish shall be named as an Additional Insured; 5) a 30-day Notice of Cancellation is to be provided to EDH and the Parish; and 6) shall state that the user's policy contains a clause which states that the user's policy is primary to any policy EDH or the Parish may have in force which applies to a loss covered thereunder.

If you are unable to provide the required Certificate of Insurance, the Parish can provide the required coverage through the TULIP program of EDH. The cost is \$100 per event. In order to provide this coverage, the facility use reservation and the insurance application must be completed one month prior to the event.

You/your group agrees to pay for any damage to the facilities or equipment resulting from your activity.

Individual/Group/Entity: \_\_\_\_\_

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## St. Clement's Facilities Use Fee Schedule

Use/Need	Fees	
	Charitable Non-Profit	Other
15 persons or fewer	\$10/hr (\$20 minimum)	\$25/hr (\$50 minimum)
16-25 persons	\$15/hr (\$20 minimum)	\$30/hr (\$50 minimum)
26 persons or more	\$25/hr	\$50/hr
Parish Hall	\$25/hr	\$50/hr
Parish House (hall w/side rooms open)	\$50/hr	\$100/hr
Sanctuary	To be determined	
Parish House Kitchen	\$100 deposit/\$25 per hr (\$50 minimum)	
Audio/Visual equipment	\$50 deposit/\$25 each hour	
Set Up Services*-≤30 persons	\$25	\$25
Set Up Services*->30 persons	\$40	\$40
Parking Monitor(s)	\$35/event	
Open/close services	\$25	
Refundable damage deposit	\$50 – for groups of 26 or more	
Liability insurance (if provided by Parish)	\$100 (must have 1 month notice)	
Other	To be determined	

\* Set up fee applies to non-St. Clement's functions only and includes the set up of chairs, tables, and A/V system, as needed.

**If reservation is cancelled, 25% of the fees will be retained by the Parish.**