

# Hawaii Chinese Baptist Church

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## Application for Using Church Facility for Event

### **Guideline:**

All events on church ground must conform to Christian and Baptist practice. Any offender will lose the privilege of using the facility.

Request for using HCBC facility for event shall be submitted to HCBC not earlier than 3 months but no later than 1 month before the event date. If there is no conflict to HCBC's operating, HCBC may consider the requester's.

### **Church property:**

Care must be taken not to damage. No nail, nor any adhesive that will leave permanent mark on wall/ board shall be used.

### **Food:**

- When eating in the church property, all rubbish must be proper by bagged and disposed in the dumpster before leaving

### **Cleaning:**

- After the event, the sanctuary and its outside surrounding must be cleaned on the same day.
- A cleaning deposit of \$200 need to be submitted to the church office one week prior to event date. The cleaning deposit will be returned after inspection. If additional cleaning is required, the expense will be deducted from the deposit (\$200).

### **Fee:**

Sanctuary:	\$50/ hour with a minimum of \$100
Organist:	\$50
Pianist:	\$50
Sound System operator:	\$50

### **AV and Pianist:**

Person(s) who operate the AV and the pianist must be approved by the church.

### **Parking:**

Event organizer shall provide adequate parking attendants.

All parking on church property are on the car owners' own risk.

Name of Event: \_\_\_\_\_  
\_\_\_\_\_

Event date: \_\_\_\_\_

Event time: \_\_\_\_\_

Purpose of the event: \_\_\_\_\_

Organizer: \_\_\_\_\_

We agree to the guidelines listed above.

Signatures: \_\_\_\_\_

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

Cleaning Deposit submitted on: \_\_\_\_\_