



**Lihue Christian Church**  
United Church of Christ  
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## **FACILITY USE - POLICIES AND PROCEDURES**

Rental of the facilities under the authority of Lihue Christian Church shall be limited to use by Lihue Christian Church sponsored programs, community non-profits and LCC members.

### **RESERVATIONS**

1. Advance reservations required.
2. Advance applications may be taken up to one year for members and 6 months for non-members for one-time use.
3. Facility applications are approved by the Board of Trustees. (The Board of Trustees may delegate authority for approval for one time use to the Administrative Secretary, as necessary.)

### **RESERVATION CONFIRMATION requires the following:**

1. Submission of a completed application.
2. Signed approval from the Board of Trustees (or their delegate).
3. Receipt of required deposit and fees.

### **FEES FOR FACILITY USE**

1. Fees for one-time use are contained on the Facility Use Application
2. Fees for long-term use will be negotiated with the Trustees to include rental, janitorial and utility fees.
3. Long-term use for sports shall include a minimum Security Deposit of \$500.

### **PRIORITY OF USE**

1. Social Hall – ‘Ae Kamali‘i Preschool – Monday through Friday (excluding conference room).
2. Lihue Christian Church Programs and Functions
3. Church-sponsored programs
  - a. Scouts
  - b. United Church of Christ sponsored events
2. Community Non-Profit organizations
3. LCC members

### **POLICIES**

1. Alcohol, smoking, illegal drugs, illicit activities, firearms and pets are prohibited on church property.
2. Political activities are prohibited excepting non-partisan information forums sponsored by the Church.
3. **Use of the Pre-School Playground is prohibited.** It is designed for young children **ONLY**. Any exceptions to this policy must be approved by the Trustees.
4. The parsonage driveway and lawn are off limits.
5. **RENTERS MUST ARRANGE FOR KEYS BEFORE THE DAY OF THE EVENT. THE PASTOR IS NOT THE CARETAKER AND DOES NOT HAVE KEYS TO THE SOCIAL HALL.**
6. Facility must be vacated no later than 10:00 p.m. **PLEASE ALLOW SUFFICIENT TIME TO CLEAN UP** and return furniture and equipment to their appropriate locations.

## RESPONSIBILITIES OF THE APPLICANT/SPONSOR

1. Must be present at all times during the event
2. Communication these policies and procedures to others in the group.
3. Maintaining reasonable noise levels. Amplifiers may not be used without permission.
4. Report any emergency occurrences and refer any questions to Lihue Christian Church.
5. Arrange to pick up and return keys.
6. Instruction in the use of the PA system (sanctuary) prior to the event. NO PA system in Hall. Renter needs to provide their own with approval.

## CARE OF THE FACILITY

1. Equipment and furniture are not to be removed from the facility, nor may tables and chairs be brought in from any outside source.
2. No nails, staples, thumbtacks or duct tape may be used on walls or furniture. Masking tape ONLY may be used.
3. All trash must be removed by renters. At time of application, renter may request use of the dumpster for a daily fee of \$35. Failure to remove trash will result in a \$50 assessment.
4. Liquid spills must be mopped dry immediately.
5. All food, decorations, trash, etc. must be removed at the end of the event.

## SPECIAL

1. **Gym shoes** must be used for all sporting events.
2. Renters are not permitted to use cooking equipment or kitchen utensils. Renters must provide their own.
3. The sanctuary is a place of worship. Seasonal worship decorations are not to be removed, nor changes made to the chancel configuration without **PRIOR APPROVAL** of the Pastor or Board of Deacons. **NO FOOD** is allowed in the sanctuary.

## CLEAN UP

1. Social Hall
  - a. Dust mop/sweep the social hall.
  - b. Return all tables and chairs to their appropriate locations. Room layouts are posted on the walls. Request pictures be taken of the layout before the event.
  - c. Remove trash – **NO CORRUGATED CARDBOARDS WITH TRASH**
2. Kitchen
  - a. All wet trash/garbage must be bagged in plastic bags and properly disposed of.
  - b. Wipe all counters
  - c. Sweep and mop the floor.
3. Sanctuary
  - a. Tidy pews and chancel area – removing any decorations, bulletins, etc.
  - b. If needed, a vacuum cleaner is located in the Sacristy/Storeroom to the left of the sanctuary.
4. Meetings Rooms
  - a. Replace furniture to original configuration
  - b. Remove any trash

## REGULAR SOCIAL HALL USE

Sundays	8:30 am to 1:00 pm	Lihue Christian Church
Weekdays	11:00 am to 12:30 pm	‘Ae Kamali‘i Preschool
	7:00 am to 5:00 pm	Kauai Adult Day Health Center
Tuesdays	7:00 pm to 9:00 pm	Boy Scouts/Cub Scouts
Mondays & Fridays	3:00 pm to 7:00 pm	Ukulele Academy