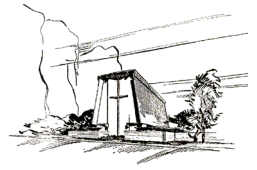




HARRIS UNITED METHODIST CHURCH
 20 So. Vineyard Blvd.
 Honolulu, HI 96813
 Phone: (808) 536-9602
 Fax: (808) 536-9604



FACILITY REQUEST FOR NON-PROFIT ORGANIZATION

Name of Organization _____ Today's Date _____

Organization Mailing Address _____ City _____ State _____ Zip _____

Organization Phone _____ Fax _____ Tax Exempt # _____

Person Responsible _____ Email _____ Work Ph. _____

Mobile Ph. _____ Purpose of Event _____

No. of Persons Expected _____ No. of Vehicles Expected _____

One Time Date _____ Recurring Dates _____

Weekly for ____ weeks (no more than 4) Monthly for ____ months (no more than 3)

Day of the week (circle) M T W Th F Sat. Set up time _____ Time of Event _____ End Time _____

FACILITY REQUESTED

- Sanctuary: \$350 for 3 hrs. \$125 for each additional hr. (fee includes use of one microphone)
- Miyama Hall: \$200 for 3 hrs. \$75 for each additional hr.
- Kitchen: \$30 for 3 hrs. \$15 for each additional hr.
- Komuro Lounge or Room 4: \$45 for 2 hrs. \$15 for each additional hr.
- Room 10 or Room 15: \$25 for 2 hrs. \$10 for each additional hr.
- Equipment and Setup Needed (see back)

SECURITY DEPOSIT: Upon receipt of the security deposit we will secure your facility request on the schedule.

- Sanctuary or Miyama Hall: \$150
- Komuro Lounge or Room 4: \$45
- Room 10 or Room 15: \$25

REQUESTS FOR USE OF FACILITIES SHOULD BE MADE AT LEAST 30 DAYS IN ADVANCE. ADVANCE RESERVATIONS UP TO 3 MONTHS, ONLY. CHURCH RESERVES THE RIGHT TO CANCEL ANY RESERVATIONS DUE TO UNFORSEEN CIRCUMSTANCES.

I/We agree that I/We will be responsible for the proper use of the facility, building security, and if there are any damages of any nature to the church property or equipment accruing from this use, I/We will be responsible for payment of such damages. It is also understood that Harris United Methodist Church and its employees are not responsible for lost or stolen articles.

The undersigned agrees to indemnify, save and hold free and harmless, Hawaii United Methodist Union (HUMU) and Harris United Methodist Church (Harris UMC) and its officers, agents and employees, from and against all claims, demands, loss, liability, cost or expense of any kind or nature whatsoever, which HUMU and Harris UMC or its officers, agents or employees, may sustain or incur, or that may be imposed upon any of them, for injury to or for the death of persons, or for damages to property arising out of, connected with, or attributable in any way to the rental, use and/or occupancy of Harris UMC buildings as provided herein. The undersigned further agrees to defend HUMU and Harris UMC, its officers, agents or employees at no cost to HUMU and Harris UMC of these individuals should any claim or action as stated herein be asserted. If the undersigned fails to render defense on behalf of HUMU and Harris UMC, its officers, agents or employees, HUMU and Harris UMC may engage the services of attorneys of its own choosing to defend against such claims or actions, and the fees and costs of said attorneys shall be borne by the undersigned.

Applicant's Signature _____ Date _____

EQUIPMENT / MULTIMEDIA / FACILITY SET-UP

- Multimedia Set-up: \$60 Multimedia Tech On-site: \$20/hr. for ___ hrs.
- P.A. System/microphone: \$40/day
- Podium: \$10/day
- Microphones \$15/day
- Piano \$20/day
- TV/VCR on mobile cart \$25/day
- LCD Projector & Screen \$150/day

Setup by Harris Staff? (Circle) YES NO Staff On-site: \$20/hr. for ___ hrs.

Number of tables (10 seats/table)____ Number of chairs ____

A minimum of 3 weeks prior notice is required if manpower is provided by Harris UMC for set-up, breakdown and clean up. A minimum of \$75 will be assessed. If a Harris UMC staff member is required to be present during the event, a \$15/hr. will be assessed.

Please draw a diagram of your set-up configuration below:

MIYAMA HALL

