



# FACILITY USAGE REQUEST FORM

LANAKILA BAPTIST CHURCH & SCHOOL

94-1250 Waipahu Street Waipahu, HI 96797

(808) 677-0731 Fax: (808) 677-0733

Email: [maria.pauley@lbswarriors.org](mailto:maria.pauley@lbswarriors.org)

## Applicant Information

Organization Name: \_\_\_\_\_

***THIS FORM MUST BE SUBMITTED TO THE SCHOOL OFFICE AT LEAST 10 DAYS PRIOR TO THE ACTIVITY***

Date of Activity: \_\_\_\_\_

1. Contact Person: \_\_\_\_\_
2. Billing Address: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Email Address: \_\_\_\_\_

## Event Information

5. Name and purpose of activity: \_\_\_\_\_  
\_\_\_\_\_
6. Estimated Attendance: \_\_\_\_\_
7. Admission Charged: \_\_\_\_\_
8. Dates Requested: \_\_\_\_\_
  - a. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location	Facilities Requested
<input type="radio"/> Waipahu Campus	<input type="radio"/> Auditorium
<input type="radio"/> Ewa Campus	<input type="radio"/> Chapel
	<input type="radio"/> Kitchen
	<input type="radio"/> Weight Room
	<input type="radio"/> Classroom
	<input type="radio"/> Outside Courts & Picnic Tables

## Acceptance of Request

The Administration of Lanakila Baptist Schools reserves the right to accept or reject facility requests at its discretion.

## Special Requests and Accommodations

Many services and equipment can be made available for your use. This includes, but is not limited to, microphones, audio and visual equipment, chairs, and tables. Arrangements can be made at your meeting with a school official.

## Certificate of Insurance

A Certificate of Insurance naming Lanakila Baptist Schools, Inc. as an additional insured is required. All guidelines for insurance coverage are listed on the INSURANCE PROVISIONS page. Rental dates cannot be confirmed until the Certificate of Insurance is received, and the lessee representative has met with a school official.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# GUIDELINES FOR FACILITY USAGE

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### Introduction

You have requested the use of an Lanakila Baptist Schools facility. The following information outlines the policies and procedures dealing with the rental of school facilities. Please read this information carefully and return the rental application forms attached.

No facilities or rental dates can be granted until the proper application forms and Certificate of Insurance have been received by the school. Charges will be assessed at the rates shown under sections A, B, and C. Lanakila Baptist Schools reserves the right to approve/disapprove any lease agreement.

### General Statement of Philosophy

It is the intention of Lanakila Baptist Schools to make school facilities available to responsible organizations, associations, and individuals in the community for appropriate civic, cultural, welfare, educational, religious, or recreational activities that do not interfere with the conduct and best interests of the school.

The Board of Education recognizes the gift God has provided in these facilities and therefore wishes to make them available to the community as long as the school program is not hindered.

### Prohibited Activities

1. Promoting any theory or doctrine subversive to the laws of the United States or any political subdivision thereof advocating governmental change by violence.
2. Any activity that may violate the standards of good morals, manners, or taste or be injurious to the buildings, grounds, or equipment.
3. Any activity which conflicts with school activities.
4. Any activity which is discriminatory in the legal sense.
5. Any activity which is prohibited by State or Federal statutes and local ordinances.
6. Any activity that directly contradicts the Statement of Faith of Lanakila Baptist Schools.

### Responsibilities of Applicant

1. Provide a Certificate of Insurance with a minimum \$1,000,000.00 combined single limit, with Lanakila Baptist Schools, Inc. named as an additional insured.
2. Applicants are responsible for all damages to buildings, equipment, and fixed assets at current market price for materials and labor from any actions directly or indirectly arising out of or in connection with the said use of school facilities.
3. Any injury must be reported to the facility representative immediately. A completed accident report will be required.
4. Maintain supervision of activity at all times.
5. Final arrangement/setup of tables, chairs, etc. is the responsibility of the applicant.
6. Applicants will leave the building in the same condition as it was found.

### Event Advertising

Any advertising for your event should indicate that:

*"This event is not a program of or sponsored by Lanakila Baptist Schools."*



# ORGANIZATIONAL CATEGORIES FOR RENTAL

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Costs will be determined according to the following categories and rate structures.

## Category A

Any community organization that is an active partner with Lanakila Baptist Schools. As a general guideline, this would include those groups and organizations supported wholly or in part by Lanakila Baptist Schools.

## Category B

Non-for-profit community organizations which are supported by voluntary efforts and contributions of the people of the community. Proof of 501(c)3 status is required.

## Category C

For-profit groups or organizations

### Basic Facility Fees

(Fees based on minimum four (4) hour rental.)

FACILITY	A Active partner with LBS	B Non-for-profit community organizations	C For-profit groups or organizations
Auditorium	\$60/hr	340	440
Chapel	\$50/hr	300	400
Kitchen	\$40/hr	260	360
Weight Room	\$40/hr	260	360
Classroom	\$30/hr	220	320
Outside Courts & Picnic Tables	\$60/hr	340	440
Additional per/hour cost	\$25/hr	50	50

- Rental costs are based on a four (4) hour block of time. Additional time can be rented at the costs listed above.
- Rental costs cover all management fees.
- A nonrefundable \$150.00 deposit is due seven days before your scheduled event.



**Insurance requirements for organizations using or renting a Lanakila Baptist Schools facility:**

1. The rental applicant shall provide a Certificate of Insurance naming Lanakila Baptist Schools, Inc. as additional insured.
2. The certificate should contain a thirty (30) day notification provision to the owner prior to cancellation or modification of the policy.
3. Required limits:

**Comprehensive General Liability**

General Aggregate	\$2,000,000
Products & Completed Operations	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
or Combined Single Limit	\$1,000,000

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**OFFICE USE ONLY**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation sent date: \_\_\_\_\_ Noted on Calendar: \_\_\_\_\_



# INDEMNIFICATION & INSURANCE AGREEMENT

**LANAKILA BAPTIST CHURCH & SCHOOL**

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Lessee covenants and agrees that Lessee will save, protect, and forever keep the Lessor harmless and indemnified against and from any penalty, damages or charges imposed for any violation of any laws or ordinances, whether occasioned by the neglect of the Lessee or those holding under Lessee, and Lessee will at all times protect, indemnify, save and keep harmless the Lessor against and from any losses, cost, damages or expenses (including reasonable attorney's fees and costs) arising out of or from any accident or other occurrence on or about the premises, causing injury to any person or property whomever and whatsoever, and Lessee will further protect, indemnify, save and keep Lessor harmless against and from any and all claims and against and from any losses, costs, damages or expenses (including reasonable attorney's fees and costs) arising out of any failure of Lessee in any respect to comply with and perform all the requirements and provisions of this rental agreement.

Lessee further agrees to procure and maintain in force, at Lessee's expense, during the term hereof, public liability insurance with insurers approved by the Lessor, with coverage adequate to protect against liability from damage claims through public use of or arising out of accidents occurring in or around the premises in a minimum amount of \$1,000,000 for each person injured, each occurrence, and property damage. The insurance policy shall provide coverage for contingent liability of Lessor on any claims or losses. Certificates of Insurance reflecting the above coverage shall be delivered to Lessor not less than five (5) business days prior to the rental. Lessor shall be named on each such policy as an additional insured and remain thereon through the term of the rental agreement. As used herein, the term "Lessor" shall include, but not be limited to, Lanakila Baptist Church & Schools, INC., the Board of Education of Lanakila Baptist School, individual members of the Board of Education, and its agents and employees.

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*Signature of Applicant*

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*Date*



# RENTAL CHECKLIST & COST WORKSHEET

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Item/ Service	Rate	Quantity	Total	Notes
Auditorium				
Chapel				
Kitchen				
Weight Room				
Classroom				
Outside Courts & Picnic Tables				
Tables				
Chairs				
Janitorial Cost	\$50.00		\$50.00	
Additional per/hour cost				
<b>Total Estimated Cost:</b>				

Notes: