

The Episcopal Parish of St. Clement – Honolulu and St. Clement’s School

Comprehensive Facility Use Guidelines

Purpose of Facility Use

The Episcopal Parish of St. Clement is an inclusive and caring Christian community. All individuals and groups using parish facilities are expected to conduct themselves respectfully, safely, and responsibly in a welcoming manner, consistent with the mission and values of The Episcopal Church, the Episcopal Diocese of Hawai‘i, The Episcopal Parish of St. Clement, and its school, St. Clement’s School.

Our top priority is the safety of everyone and caring for God’s people, as well as the assets entrusted to us by both God and God’s people.

What You Should Do

General Conduct

- Treat all parish property, facilities, furnishings, and equipment with care and respect.
- Conduct all activities in ways that support and respect the mission of the Episcopal Parish of St. Clement and St. Clement’s School.
- Treat all participants and guests equally and without discrimination.
- Be courteous and respectful to clergy, staff, volunteers, parishioners, neighbors, and visitors.
- Use language and behavior appropriate for a church and school environment.
- Respect worship services, prayer times, meetings, classes, rehearsals, and counseling sessions occurring on campus.

Reservations and Permissions

- Complete and submit the required Reservation Request Form before using the facilities.
- Pay all required fees and deposits before the reservation is confirmed.
- Obtain prior approval before serving alcohol or using special equipment.
- Ensure any required insurance documentation is submitted before the event.
- Notify the Parish Office if attendance, schedule, or event details change.

Safety and Security

- Know the locations of exits, emergency equipment, and emergency contact information.
- Immediately report unsafe conditions, accidents, injuries, suspicious activity, or property damage.
- Keep hallways, entrances, ramps, and emergency exits clear at all times.
- Supervise children under 17 with at least two responsible persons, at least 18 years old, in accordance with Safe Church training requirements.
- Follow all Safe Church and safeguarding policies.
- Ensure youth activities are properly supervised by adults.
- Use of ladders, kitchen equipment, electrical systems, and audiovisual equipment is only permitted if properly trained by St. Clement staff.
- Lock exterior doors and secure facilities when leaving.
- The property is under a 24-hour, 7-day-a-week camera system that records both video and audio.
- Please use the alarm system in accordance with the instructions. The city will impose a fine that you may pay for failing to use the system as instructed.

Noise and Respect for Neighbors

- Keep noise levels respectful and considerate of neighboring homes and campus activities.
- End all activities before 10:00 p.m. or per your agreement.
- Complete cleanup by 11:00 p.m.
- Minimize noise after 9:30 p.m.

Care of Facilities

- Return furniture, tables, and chairs to their original arrangement.
- Leave rooms cleaner than you found them whenever possible.
- Clean spills immediately.
- Dispose of trash properly in the designated dumpster and replace the trash bags.
- Remove all decorations, food, supplies, and personal belongings after the event.
- Wipe down tables, counters, sinks, and commonly used surfaces.
- Report broken or malfunctioning equipment promptly to info@StClem.org.

Church (Sanctuary) Etiquette

- Always use the Sanctuary with respect.
- No matter the event, keep in mind that the Sanctuary is a place of worship. Generally acceptable attire and customary etiquette are expected.
- Only water containers with lids are permitted in the Sanctuary.

Kitchen Use

- Receive instruction from the Sexton or designated representative before using the kitchen.
- Wash, dry, and properly store all kitchen items after use.

- Provide your own linens, towels, food, and consumable supplies if required.
- Sweep floors and wipe counters and sinks after use.
- Ensure ovens, stoves, appliances, faucets, lights, and air conditioners are turned off before leaving.
- Observe proper food safety and sanitation practices.
- Remove leftover food promptly.

Parking and Outdoor Areas

- Park only in permitted and non-reserved spaces.
- Follow all posted parking restrictions and street signs.
- Drive carefully in parking lots and near school areas.
- Keep outdoor areas clean and free from litter.
- Respect accessibility parking and emergency access zones.

Event Setup and Decorations

- Obtain approval before moving large furniture or equipment.
- Use only approved methods for hanging decorations.
- Remove decorations immediately after events unless otherwise approved.
- Keep decorations away from lights, sprinklers, exits, and electrical equipment.

Technology and Equipment

- Obtain permission before using church audiovisual equipment, instruments, or sound systems.
- Return equipment neatly after use.
- Report technical issues promptly.

End-of-Event Responsibilities

Before leaving:

- Check all rooms, kitchens, restrooms, and outdoor spaces used.
- Turn off lights, fans, appliances, and air conditioners.
- Remove trash and recycling.
- Secure windows and doors.
- Return keys as instructed.
- Ensure the facility is clean, orderly, and ready for the next group.

Emergency Procedures

- Call 911 immediately in the event of a fire or medical emergency.
- Follow any posted emergency procedures for facility emergencies.

What You Should NOT Do

Prohibited Conduct

- Do not engage in activities contrary to the mission and values of the Parish, The Episcopal Church, and the Episcopal Diocese of Hawai'i.
- Do not discriminate against anyone based on race, color, national origin, religion, sex, gender, sexual orientation, marital status, or disability.
- Do not engage in harassment, bullying, threatening behavior, or abusive conduct.
- Do not use parish property for illegal activities.

Smoking, Alcohol, Drugs, and Weapons

- Do not smoke or vape anywhere on campus.
- Do not serve alcohol without prior written approval. Please see the Alcohol Policy for more information.
- Do not bring illegal drugs onto parish property.
- Do not bring weapons onto campus.

Noise and Disruption

- Do not create excessive noise or disruptive activities.
- Do not disturb neighbors or other parish activities.
- Do not continue activities past approved hours.

Children and Youth

- Do not allow children to remain unsupervised.
- Do not allow youth to wander parking lots or campus areas unattended.

Animals

- Do not bring animals inside facilities without permission, except certified service animals.

Facility Misuse

- Do not rearrange furniture without returning it afterward.
- Do not hang decorations from speakers or light fixtures.
- Do not use duct tape on parish property.
- Do not damage walls, floors, furniture, or equipment.
- Do not leave spills, trash, or food behind.

Church (Sanctuary) Restrictions

- Do not eat or drink in the Sanctuary except for water in covered containers.

- Do not behave disrespectfully in sacred worship spaces.
- Please keep out of the Altar area and do not

Office Restrictions

- Do not enter or use office spaces without authorization.
- Do not use office telephones except for emergencies.

Kitchen Restrictions

- Do not leave appliances running or plugged in after use.
- Do not waste water unnecessarily.
- Do not leave perishable food unattended overnight unless approved.

Parking Violations

- Do not park illegally or block driveways, gates, or emergency access areas.
- Do not use reserved parking spaces without permission.
- See Parking Lot Policy for more details.

Decorations and Event Materials

- Do not use glitter, confetti, rice, birdseed, or similar materials without written approval.
- Do not attach decorations using nails, staples, or damaging adhesives.

Security Violations

- Do not prop open secured exterior doors.
- Do not leave facilities unlocked or unattended after use.
- Do not disable alarms, smoke detectors, or safety equipment.

Unauthorized Activities

- Do not conduct unauthorized fundraising, sales, or political activities.
- Do not store materials or equipment on parish property without approval.
- Do not misuse church names, logos, or branding without permission.
- Do not hold overnight events without authorization.

Consequences

- Violating facility-use rules could lead to suspension, loss of future privileges, forfeiture of deposit, or additional charges.

Final Guiding Principle

All using the facilities at the Episcopal Parish of St. Clement are encouraged to maintain a safe, welcoming, respectful, and Christ-focused environment for worship, education, fellowship, ministry, and community activities.

Mahalo for helping us care for what God has entrusted to us.