

FACILITIES USE REFERENCE GUIDE



ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII
DIOCESE OF HONOLULU
WITNESS TO JESUS

Aloha,

As a busy parish/school, you often have questions about the use of the campus. This guide is designed to help you answer the essential questions that begin with the request and end with the actual use. Before you can get started, there are several key issues that need review. This will help to get you through the process and arrive at a successful outcome. Each of these circumstances assumes that there is some exchange of value, either predetermined money or a service in lieu of money. As these requests sometimes involve non-standard circumstances, you are encouraged to call the First Hawaiian Bank Real Estate Services for clarifications and further guidance.

Mahalo,

Diocesan Finance Office

Let's get started

THREE REASONS WHY THIS IS IMPORTANT

There are 3 underlying issues that are to be considered in the use, no matter if the duration is for one day or multiple years. These are:



PUBLIC ACCOMMODATION

Catholic parishes/schools are NOT defined as places of public accommodation. These facilities are meant only for those whom are the primary beneficiaries: parishioners, students, etc. At all times, respect of the principles of our faith are to be honored in the use of our facilities.



NON-PROFIT ENTITIES

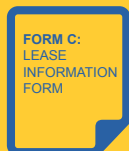
Parishes/schools are exempt from Federal/State/County real estate and income tax. This exemption allows only the business of the church/school to be conducted. It is not meant to allow other types of uses, unless the other entity is a non-profit and qualifies for its own exemption. If tenant is not a non-profit, parish will have an increase in real property tax that may exceed rent.



ZONING

Parishes/schools are on land that is categorized by the Counties in different types of zones. Most of our churches/schools are on land that is zoned Business, Agriculture or Residential. In all of these various zonings, there are only certain types of allowed uses. If the use is in conflict with the zoning, no lease can be initiated.

REFERENCE MATERIAL & REQUIRED FORMS



ACRONYM LEGEND:

RCCH - ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII

FHB - FIRST HAWAIIAN BANK



ONE TIME EVENTS

Outlined in the yellow box are examples of the kind of One Time Events that this section covers. These events are usually held on one day or a series of days, but the event is short in duration: a day, a weekend, a week. This does not cover repetitious events that happen one day a week, which is discussed in the next section.

EXAMPLES

- Fundraisers by others (e.g. Girl Scout cookie sale, Boy Scouts)
- Craft fairs
- Food truck event
- Special event parking (e.g. private school carnival, tournament, athletic event parking)
- Sporting events (e.g. clinics, marathons)
- Community event (e.g. kupuna care, financial planning)
- TV/movie taping



NOTE:

- These events do NOT require a lease/license.
- Any questions on Form B can be referred to Diocesan Finance Office.
- We recommend that Parishes attach "House Rules" to Form (A) for the One Time User to follow.

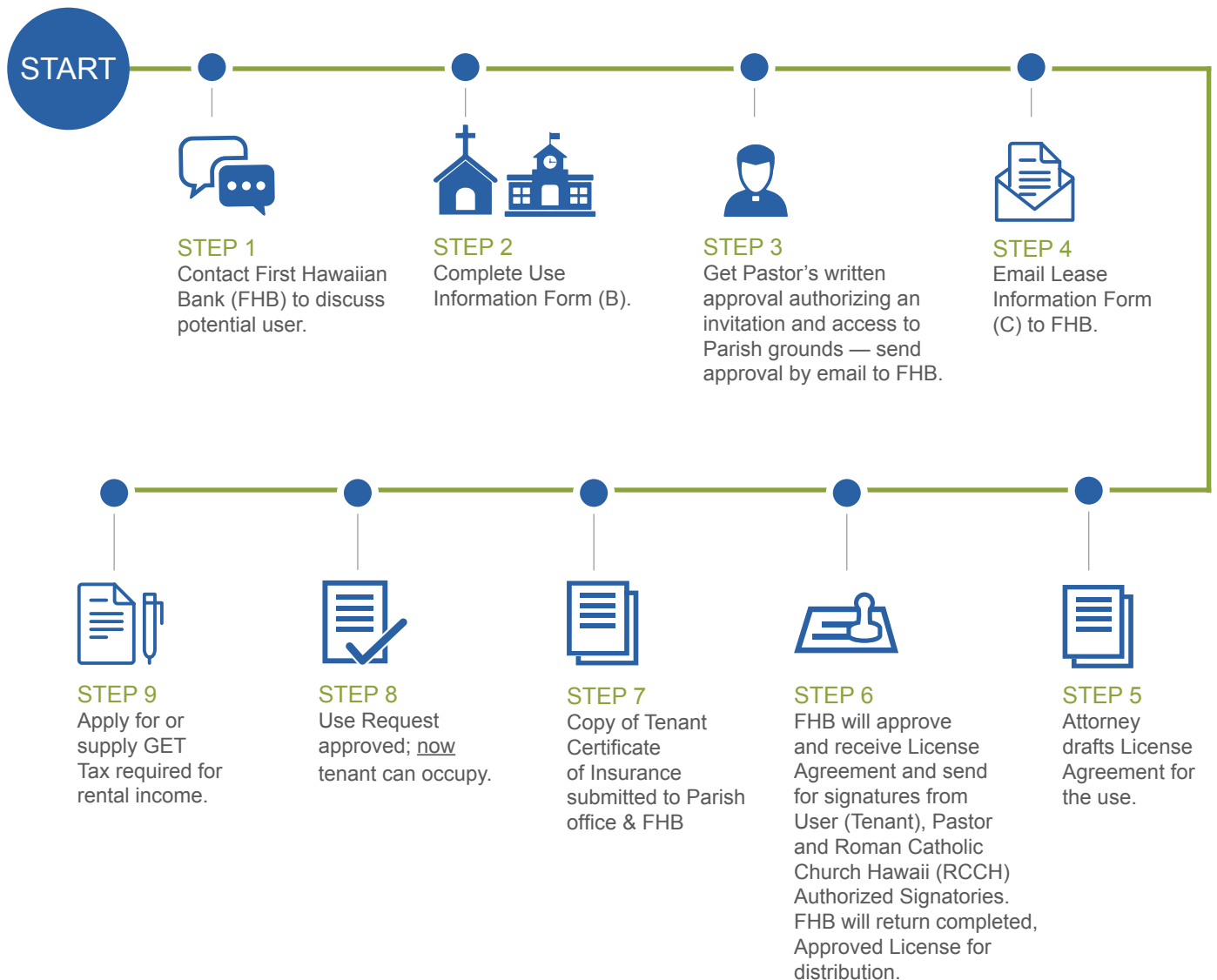


SHORT TERM USE

Outlined in the yellow box are examples of the kind of Short Term Uses that this section covers. These events are repetitive and have a duration of several days to less than one year.

EXAMPLES

- Gym use: (e.g. volleyball/ basketball clubs)
- Parish Hall: (e.g. Zumba, martial arts, music and dance classes)
- General meetings
- Summer programs
- Farmers markets
- After school programs (e.g. piano, hula, Kumon) which must be renewed each year
- Parking lot rental
- Commercial kitchen use





LONG TERM USE

Outlined in the yellow box are examples of the kind of Long Term Uses that this section covers. These events are repetitive and have a duration of one year to several years.

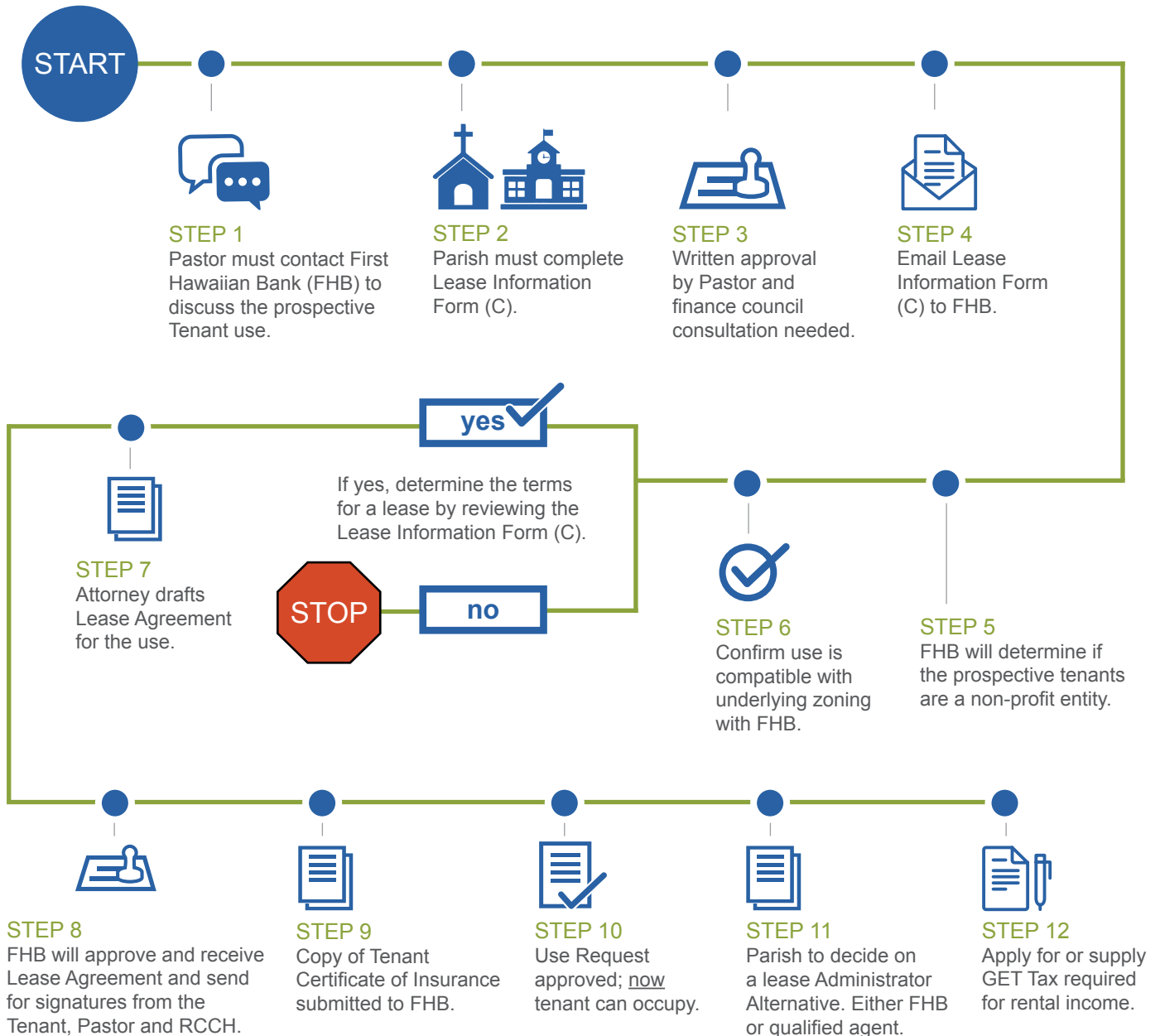
EXAMPLES

- Commercial kitchen cooking distribution
- Boys & Girls Club
- Preschools
- Charter schools
- Day care (e.g. child, kupuna)
- General office
- Cell phone towers
- Parking lot
- Other denomination churches (must clear with Bishop directly)

RESIDENTIAL RENTALS:

A qualified rental agent must be engaged to rent and manage the unit(s).

ALL USES EXCEPT RESIDENTIAL RENTALS:



CONTACT:

FORMS A & B (ONE-TIME EVENTS)

Diocesan Finance Office

Controller

1184 Bishop Street
Honolulu, HI 96813
T: 808.585.3307

FORMS C (SHORT-TERM/LONG- TERM USES)

First Hawaiian Bank
Trust Real Estate Services

Christina Asao, CPM

Assistant Vice President

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CATHOLICHAWAII.ORG



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