

Lease Review

A) Please read the 2 attachments

1. Diocesan Requirements for Leases and Licenses
2. Use of Church Property by Outside Groups

B) Use the Diocese Standard lease document for regular use and Church use application form for one time use

C). LIABILITY INSURANCE. Lessee will at its own expense effect and maintain during the whole of said term comprehensive general liability insurance covering the premises and naming Lessor and Church as co-insureds, in an insurance company authorized to do business in Hawaii with minimum limits of not less than \$1000,000.00 for injury to one or more persons in any one accident or occurrence and \$1,000,000.00 for property damage, and from time to time upon receipt thereof cause to be deposited promptly with Lessor current certificates of such insurance; such policy of insurance shall provide that the same may not be cancelled (whether or not requested by Lessee) except by the insurer giving at least thirty (30) days' prior written notice thereof to Lessor and Church. All public liability, property damage and other casualty policies required hereunder shall be written as primary policies, not contributing with and not in excess of coverage which Lessor or Church may carry.

The "lessor" is The Episcopal Church in Hawai'i, 229 Queen Emma Square, Honolulu, HI 96813. The "Church" is your Parish/Mission (use the legal name of the church). Both names should be included in the certificate holder box as additionally insured. When you receive the certificate please e-mail a .pdf to Rae Costa at rcosta@episcopalhawaii.org.

Please search the web site link below to obtain business information and to check whether the lessee is in good standing.

<http://hbe.ehawaii.gov/documents/search.html;jsessionid=51DD66ABADC6B7D3927E6BA041430403.lono>