

Request & Agreement for Use of School Buildings, Facilities, or Grounds

Hawaii Revised Statutes §§ 302A-1148 & 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

(Application must be received by the School at least 10 working days prior to requested date of use)

EVENT & CONTACT INFORMATION

Name of School \_\_\_\_\_

Date \_\_\_\_\_

Facility Type

☐ Auditorium (extra fees may apply)

☐ Cafeteria Dining Room

☐ Classroom

☐ Gymnasium

☐ Library

☐ Multi-purpose Room

☐ Parking Lot

☐ Swimming Pool

☐ Other \_\_\_\_\_

Event Start Date: \_\_\_\_\_

Event End Date: \_\_\_\_\_

(Cannot exceed 12 consecutive months)

Dates/Days of Use: \_\_\_\_\_

(i.e., specific dates; every Saturday; after school hours every school day)

Total Days of Use: (not to exceed 50 days, except for State, including DOE, and County activities) \_\_\_\_\_

Expected Number of Attendees \_\_\_\_\_

Time of Use: From \_\_\_\_\_

☐ A.M. ☐ P.M.

to \_\_\_\_\_

☐ A.M. ☐ P.M.

(Include time required for set-up, breakdown, and cleaning)

Name of Event or Description \_\_\_\_\_

Organization/Individual \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please answer all questions and affix your signature

	Yes	No
1. Is this a DOE-sponsored activity? (School Administration: _____ )		
a. Is your organization a separate entity from the school (e.g.,PTA, PTSA)?		
b. Will other vendors participate in the event?		
2. Is this educational programming for A+, 21CCLC, REACH, or UPLINK?		
a. Is the programming administered by a DOE contracted vendor?		
3. Is this a government-sponsored activity?(Sponsoring Agency: _____ )		
a. Is this a State-sponsored activity?		
b. Is this a County-sponsored activity?		
c. Is this a County Department of Parks and Recreation educational or recreational activity?		
4. Is your organization tax-exempt non-profit? (Tax.I.D. No.: _____ )		
a. Does the activity involve student child-care services?		
5. Is there an admission, fee/charge, tuition, donation, or contribution collected for the event/activity?		
6. Is this a personal or private for-profit business activity?		
7. Does the activity involve fundraising?		
8. Does the activity involve meetings, or services to promote a business, product,or religion?		
9. Does the activity involve political campaigning?		
10. Is your organization a private school or university?		
11. If the request is for auditorium use, do you employ union stage workers?		
12. Is this a non-DOE athletic event?		
a. Will other vendors be participating in this event?		
13. Do you plan to operate a carnival?		
a. Do you plan to sublease the facility?		
14. Do you plan to operate a fair (e.g., craft fair, farmers' market)?		
a. Do you plan to sublease the facility?		
15. Will you and/or your vendors/sub lessees commercially prepare food items (off-site or on-site) for sale?		
16. Do you plan to use motor vehicle(s) on school property (car shows and exhibits)?		

I, the undersigned, on behalf of the organization I represent, have provided truthful and accurate information. If the school facilities, equipment or grounds are not properly maintained by the user, the State of Hawai'i Department of Education will deny further use of the school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcohol or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities, the activity being conducted shall be lawful. Should disabled persons wish to participate in the requested use, applicants must make reasonable modifications and/or programmatic accommodations to permit such participation.

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**PREEMPTION NOTICE • CIVIL DEFENSE NOTICE**  
**NATIONAL POLLUTANT DISCHARGE ELIMINATION NOTICE • DEPARTMENT OF HEALTH REGULATIONS**

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**Preemption Notice**

To assure school uses are given priority over non-school uses, all approved requests are subject to preemption by the school for unanticipated school needs. Should an unanticipated school need arise, schools may preempt all or a portion of the requested use period for the school's needs.

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**Civil Defense Notice**

In the event of a Civil Defense declared emergency during non-school hours, the undersigned is responsible for the safety of their program participants. The Department of Education is not obligated to provide for Civil Defense emergencies during non-school hours except when the applicable school is designated for use as a shelter by the American Red Cross.

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**National Pollutant Discharge Elimination System (NPDES) Notice**

The National Pollutant Discharge Elimination System (NPDES) is a regulatory program administered by the United States Environmental Protection Agency that calls for the control and management of storm water pollution. In Hawaii, our storm water drainage systems were designed to prevent flooding by channeling storm water into drains that discharge through outlets along the coastline.

However, the storm water drainage systems were not designed for the disposal of waste or pollutants. In order to protect the environment and fulfill our pollution prevention (P2) responsibilities, the Department of Education must implement best management practices (BMPs) as part of a storm water management plan (SWMP).

The undersigned understands that every effort should be made to prevent pollution as a consequence of using school facilities. Waste and pollution if not curtailed will enter storm drains and eventually make its way to the ocean. Organizers and participants can help by preventing litter and minimizing the use of autos on campus by carpooling, riding bikes, and using public transportation. Report any illegal dumping and observed violations by calling the City Illegal Dumping Hotline at 768-3300 (Honolulu) or the respective county offices (neighbor islands).

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**Department of Health Safety Code Requirements** (Hawaii Administrative Rules Title 11, Chapter 50)

Applicant responsible for complying with all Department of Health regulations for all food related events.

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**Acceptance and Acknowledgment**

The undersigned hereby accepts and acknowledges the above requirements and notices, and to reading and understanding the statutes and administrative rules cited above.

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Signature of Authorized Agent

Date

Name of Organization

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*(Application must be received by the School at least 10 working days prior to requested date of use)***LIABILITY REQUIREMENTS • INDEMNIFICATION STATEMENT****Liability Insurance Requirements (Per Department of Accounting and General Services Risk Management Office)**

1. Promoters and/or organizers of fairs and carnivals, and non-DOE sponsored athletic event users must have general liability insurance of no less than \$1 million per occurrence for personal injury and \$3 million in the aggregate. Non-DOE sponsored athletic event users with less than 100 attendees may obtain a general liability insurance policy for the lesser amount listed under requirement #2.
2. All users, including carnival and fair sub lessees and vendors at DOE/school sponsored events, and except those identified above, must have general liability insurance of no less than \$500,000 per occurrence and \$1 million in the aggregate.
3. Users selling food items, including carnival and fair sub lessees and vendors at DOE/school sponsored events, must also have products and completed operations coverage of no less than \$500,000 per occurrence and \$1 million in the aggregate.
4. Organizations operating motor vehicles, including carnival and fair sub lessees and vendors at DOE/school sponsored events, must have automobile liability of no less than \$500,000 per occurrence and \$ 1 million in the aggregate.
5. State of Hawai'i and Department of Education are to be named as additional insured.
6. Certificates of Insurance must be provided to the school.
7. Liability waivers and indemnification agreements are required from all users.

**Indemnification Statement\***

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawai'i Department of Education permitting and allowing the use of the designated school rooms, buildings, and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawai'i Department of Education against any and all loss, liability, demands, claims, suits, action or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawai'i Department of Education for or an account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

**Acceptance and Acknowledgment**\_\_\_\_\_  
Signature of Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Name of Organization

*\*(1) State agencies are not required to sign this indemnification statement and are not required to obtain a general liability insurance policy.  
(2) Each vendor/sub lessee is required to sign this indemnification statement and is required to obtain a general liability insurance policy in the amounts stated above.*