

DEPARTMENT OF EDUCATION - STATE OF HAWAI'I

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 • Hawaii Administrative Rules Title 11, Chapter 50

(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:

- Classroom, Auditorium, Multi-purpose Room, Library, Cafeteria Dining Room, Cafeteria Kitchen, Gymnasium, Parking Lot, Swimming Pool, Other

Event Start Date: _____ Event End Date: _____ (If for longer than 12 consecutive months, special approval required)

Dates of Use: _____

Total Days of Use: _____ (Cannot exceed 50 days) Expected Number of Attendees _____

Time of Use: From _____ A.M. P.M. to _____ A.M. P.M.

Name of Event or Description of Event _____

Name of Organization/Individual _____

Phone Number _____

Contact Person _____

Email Address _____

Address _____

City, State Zip code _____

Please answer questions and affix your signature below:

- 1. Is this a school/DOE sponsored activity? (School Administration: _____)..... 1
(a) Is your organization a separate entity from the school (e.g., PTA, PTSA)?..... 1(a)
(b) Will other vendors participate in the event?..... 1(b)
2. Is this a government sponsored activity? (Sponsoring Agency: _____)..... 2
(a) Is this a State sponsored activity?..... 2(a)
(b) Is this a County Department of Parks and Recreation educational or recreational activity?..... 2(b)
3. Is your organization tax-exempt non-profit? (Tax I.D. No.: _____)..... 3
(a) Does your organization provide student child-care activities/services?..... 3(a)
4. Is there an admission, fee, tuition, donation, or contribution collected?..... 4
5. Is this a personal use or a private business? (Kitchen not available for use as a certified kitchen)..... 5
6. Does activity involve fundraising?..... 6
7. Does activity involve meetings, or services to promote a business, product, or religion?..... 7
8. Does activity involve political campaigning?..... 8
9. If request is for auditorium use, do you employ union stage workers?..... 9
10. Is this a non-DOE athletic event?..... 10
(a) Will other vendors be participating in this event?..... 10(a)
11. Do you plan to operate a carnival or a fair?..... 11
12. Do you plan to sublease the facility (craft fairs and carnivals only)?..... 12
13. Will you and/or your vendors/sub lessees commercially prepare food items (off-site or on-site) for sale at the event?..... 13
14. Do you plan to use motor vehicle(s) on school property (car shows and exhibits)?..... 14
15. Is request for Cafeteria Kitchen use (Person-in charge must have food protection certification)?..... 15
(a) Is a school cafeteria worker with food protection certification needed for your event?..... 15(a)

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.

Signature of Authorized Agent

Date

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LIABILITY REQUIREMENTS • INDEMNIFICATION STATEMENT • PREEMPTION NOTICE • CIVIL DEFENSE NOTICE
NATIONAL POLLUTANT DISCHARGE ELIMINATION NOTICE

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.
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.

Department of Health Safety Code Requirements (Applicant responsible for complying with all Department of Health regulations for all food related events. See Hawaii Administrative Rules Title 11, Chapter 50.)

- 1. Person in charge must have a food protection certification (Person in charge may be school cafeteria manager (preferably), cook, or baker or applicant may utilize an individual of their own.) https://health.hawaii.gov/san/food-safety-education/
2. Special Event Food Establishment permit health.hawaii.gov/san/permit-applications/

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.

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.

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.

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 s by calling the City Illegal Dumping Hotline at 768-3300 (Honolulu) or the respective county offices (neighbor islands).

Acceptance and Acknowledgement by User

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

Signature of Authorized Agent

Date

Name of Organization

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CHARGES • SPECIAL CONDITIONS • OTHER REQUIREMENTS

All Sections Below for Official Department of Education School Use Only

Actual Fees and Charges:

Table with 7 columns: Type of Request, Type I, Type II, Type III, Org. I.D., Source/Object, Program I.D. Rows include Rental, Custodial, Utilities, and Totals.

Fee Paid: _____ Date Paid: _____ Method of Payment: _____
(Make checks payable to Department of Education)

Special Conditions:

Other Requirements & Approval:

- Principals approval of DOE/school sponsored activity
Number of police and/or lifeguards required (User is responsible for hiring and paying for these services.)
Number of staff required to operate school-owned equipment
Food protection certification (for kitchen use)
Special Event Food Establishment Permit (for kitchen use)
School cafeteria personnel with food protection certificate requested
Installation of necessary electrical service lines and meters, if needed and approved, shall be provided by and paid by the applicant
Connection of electrical lines to school's system is prohibited

Certificate(s) of Insurance (attach)

- General liability for carnivals, fairs, and non-DOE athletic events of no less than \$1 million per occurrence for personal injury and \$3 million in the aggregate.
General liability of no less than \$500,000 per occurrence and \$1 million in the aggregate.
General liability for vendors of no less than \$500,000 per occurrence and \$1 million in the aggregate.
General liability for sub lessees of no less than \$500,000 per occurrence and \$1 million in the aggregate.
Food sellers - Products and completed operations coverage of no less than \$500,000 per occurrence and \$1 million in the aggregate.
Vehicle users - Automobile liability of no less than \$500,000 per occurrence and \$1 million in the aggregate.

- Request Approved
Request Disapproved (Appeals may be made with Complex Area Superintendent. All decisions shall be final.
Facility requested not available
Custodian/staff not available
Other

Signature _____ Date _____
Principal/Designee

Acceptance and Acknowledgement by User

The undersigned hereby accepts and acknowledge the charges, special conditions and other requirements stated above.

Signature of Authorized Agent _____ Date _____ Name of Organization _____