

DEPARTMENT OF EDUCATION - STATE OF HAWAII

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:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Classroom                         | <input type="checkbox"/> Library  | <input type="checkbox"/> Gymnasium     |
| <input type="checkbox"/> Auditorium (extra fees may apply) | <input type="checkbox"/> Cafeteria Dining Room  | <input type="checkbox"/> Parking Lot   |
| <input type="checkbox"/> Multi-purpose Room                | <input type="checkbox"/> Cafeteria Kitchen with school cafeteria manager (extra fees) | <input type="checkbox"/> Swimming Pool |
|  | <input type="checkbox"/> Cafeteria Kitchen without school cafeteria manager           | <input type="checkbox"/> 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:

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

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 • INDEMINIFICATION 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/](https://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:

Type of Request	Type I	Type II	Type III	Org. I.D.	Source/Object	Program I.D.
Rental:	N/A	N/A	\$ _____	____000	1240	37307
Custodial:	\$ _____	\$ _____	\$ _____	____468	2209	42113
Utilities:	N/A	\$ _____	\$ _____	____000	5001	37720
Totals:	\$ _____	\$ _____	\$ _____			

Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

(Make checks payable to Department of Education)

**Special Conditions:** NO parking in stalls marked RESERVED for: Principal, VP, and Secretary Any vehicles parked in those stalls is subject to be towed at owners expense. Requester shall reimburse school for any consumables that were used (i.e. toilet paper paper towels etc.) Use of facilities are responsible for returning ALL windows, chairs, tables etc to original position. Noise must be kept to acceptable levels at ALL times. Long term use is basis. UOF payments PAID prior to event.

**Other Requirements & Approval:**

- Principal approval of DOE/school sponsored activity
- Number of police and/or lifeguards required (User is responsible for hiring and paying for these services.) Police \_\_\_\_\_ Lifeguard(s) \_\_\_\_\_
- Number of staff required to operate school-owned equipment \_\_\_\_\_ (user is responsible for paying for additional charges)
- Food protection certification (for kitchen use)
- Special Event Food Establishment Permit (for kitchen use)
- School cafeteria personnel with food protection certificate requested (user is responsible for paying additional charges)
- 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. Each vendor/sub lessee must provide its own certificate of insurance.
- Vehicle users - Automobile liability of no less than \$500,000 per occurrence and \$1 million in the aggregate. Each vendor/sub lessee must provide its own certificate of insurance.

- 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 \_\_\_\_\_  
 Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_

**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 \_\_\_\_\_