

DEPARTMENT OF EDUCATION - STATE OF HAWAII
APPLICATION FOR USE OF SCHOOL BUILDINGS, FACILITIES, OR GROUNDS
(Application must be received by the School at least 10 working days prior to requested date of use.)

Date _____ 20 _____

WE RESPECTFULLY REQUEST THE USE OF:
[] CLASSROOM [] AUDITORIUM [] LIBRARY
[] DINING ROOM [] GYMNASIUM [] OTHER _____

AT _____ SCHOOL ON THE FOLLOWING DATE(S): _____
(month/day/year)

FROM _____ a.m./p.m. TO _____ a.m./p.m. :

FOR THE PURPOSE OF (GIVE INFORMATION ON USE): _____

APPLICANT'S NAME AND ORGANIZATION: _____

ADDRESS: _____ PHONE: Home: _____
Bus.: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS AND AFFIX YOUR SIGNATURE:

- 1. IS YOUR ORGANIZATION TAX-EXEMPT NON-PROFIT? (TAX I.D. NUMBER: _____) [] YES [] NO
2. IS THIS A GOVERNMENT SPONSORED ACTIVITY? (SPONSORING AGENCY: _____) [] YES [] NO
3. IS THIS A SCHOOL/DOE SPONSORED ACTIVITY ? (SCHOOL ADMINISTRATION: _____) [] YES [] NO
4. HAS YOUR ORGANIZATION LEASED THIS SITE REGULARLY IN THE PAST? [] YES [] NO
5. IS THIS A PERSONAL OR PRIVATE BUSINESS ACTIVITY? [] YES [] NO
6. IS THERE A FEE, TUITION, OR DONATION COLLECTED? (AMOUNT: \$ _____ PER DAY/PER HOUR)..... [] YES [] NO
7. DO YOU PLAN TO SUBLEASE THE FACILITY? (Craft Fairs and Carnivals) [] YES [] NO
IF SUBLEASING, ARE ALL SUBLESSEES TO BE COVERED BY APPLICANT'S LIABILITY INSURANCE? [] YES [] NO

I, the undersigned, on behalf of the organization I represent, have answered the above questions truthfully and accurately. If the school facilities, equipment or grounds are not properly maintained by the applicant, the State of Hawaii Department of Education will deny further use of 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 _____ Date _____

(To be filled in by the school)

Table with columns: ACTUAL FEES AND CHARGES: TYPE OF REQUEST, TYPE I, TYPE II, TYPE III, CODES FOR CASH RECEIPTS: Org. I.D., Source/Object, Program I.D. Rows include RENTAL, CUSTODIAL*, UTILITIES, and TOTALS.

POLICE AND/OR LIFEGUARD REQUIRED: (NUMBER OF POLICE AND/OR LIFEGUARDS REQUIRED: _____) [] YES [] NO

LIABILITY INSURANCE REQUIRED: (\$1,000,000 liability insurance for craft fairs, carnivals, and certain athletic events)
Policy No. _____ [] YES [] NO

YOUR REQUEST FOR USE OF SCHOOL FACILITIES OR GROUNDS IS HEREBY: [] APPROVED [] DISAPPROVED

Signature: _____ Date: _____

(Principal /Designee)

REASON FOR DISAPPROVAL: [] FACILITY REQUESTED NOT AVAILABLE [] OTHER _____
[] CUSTODIAN/STAFF NOT AVAILABLE _____

DEPARTMENT OF EDUCATION—STATE OF HAWAII
STATEMENT INDEMNIFYING STATE AGAINST LIABILITY CLAIM; CIVIL DEFENSE EMERGENCY
NOTICE; SPECIAL PROVISIONS; AND NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM (NPDES) NOTICE

(Application for Use of School Buildings, Facilities or Grounds)

School: _____

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.

**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).

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.

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 296-5656 (Honolulu) or the respective county offices (neighbor islands).

SPECIAL CONDITIONS

(to be completed by school administrator as needed)

ACCEPTANCE AND ACKNOWLEDGEMENT BY USER

The undersigned hereby accepts and acknowledges the above (statement, notices, and special conditions).

Signature _____ Date _____ Name of Organization _____

NOTARIZATION (OR) SCHOOL ADMINISTRATOR SIGNATURE

Subscribed and sworn to before me this _____ day of _____, _____, _____ Judicial Court.

Notary Name: _____ Notary License No.: _____

Notary Signature: _____ Commission Expiration Date: _____

-OR-

School Principal or Vice-Principal _____ Date _____

FORM BO-ADA

FACILITIES ACCESSIBILITY
DISCLOSURE NOTICE AND AGREEMENT

NOTICE

This disclosure notice is to inform user applicants under Chapter 8-39, Hawaii Administrative Rules, that some of the facilities at this school may not be accessible to persons with disabilities. The facilities that are not accessible are noted below on this form.

AGREEMENT

By signing this disclosure and agreement, the user applicant (1) acknowledges that s/he was informed of the accessibility status of the facility requested for use, and (2) agrees to be responsible for the non-discrimination and accessibility requirements of Title II, Americans with Disabilities Act of 1990 (ADA), if a state or local government agency, or the non-discrimination and accessibility requirements of Title III, ADA, if a private entity providing public accommodations, as defined by the ADA, with the use of school facilities. If a school facility is not accessible, the user/renter must announce ahead of time to participants that the school facility is not accessible and the user must provide an accommodation which allows any handicapped person to still attend the activity if the user is notified ahead of time.

SCHOOL FACILITY REQUESTED

- 1)
- 2)
- 3)

Lessee/Renter

Date

Acknowledged by: Mr. Glenn Gray
School Principal/Designee

Date

The following facilities are not accessible at this school:

- ___ Administration Building
- ___ Library
- ___ Cafeteria/Dining Room
- ___ Cafeteria Kitchen
- ___ Classroom
- ___ Play court

- ___ Athletic Field
- ___ Stadium
- ___ Playground
- ___ Auditorium
- ___ Gymnasium
- ___ Other

KEALAKEHE HIGH SCHOOL

USE OF FACILITIES BASIC RULES AND PROCEDURES

The following is a basic list of rules and procedures for reserving and using facilities at Kealakehe High School:

1. A completed and signed State of Hawaii Form BO-1 "Application for Use of School Buildings, Facilities, or Grounds, must be received 10 days prior to the event. The BO-1 Form is available at all Hawaii Public Schools.
2. Rental fees and other charges must be paid at the time of keys are picked up or sooner.
3. **Keys must be picked up mandatory between 3:15-3:45 p.m. on the day of the event. Pick up Friday if the event fall on the weekend. Please call if you have any questions regarding picking up keys.**
4. Keys are to be placed in the black drop box at the Administration Building as soon as you are finished with them.
5. Use of the school's equipment is not included in facility use. Requests for equipment must be made in writing at the time of application and approved in advice by the Principal.
6. Applicants must provide their own equipment when school is not in session, i.e., summer, fall, winter, and spring breaks, etc.
7. Return all chairs, desks, and table to their original positions.
8. No food or drinks allowed – especially in carpeted areas. Food is allowed in Cafeteria with proper clean-up.
9. Alcoholic beverages and tobacco substances cannot be sold, consumed or used on school grounds or in school buildings,
10. All trash from your use of Facility must be dumped and the area when you left is clean as before you came to that facilities.