


**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

April 11, 2022

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Vice Principals  
Administrative Service Assistants  
School Administrative Services Assistants

FROM: Randall M. Tanaka   
Assistant Superintendent

SUBJECT: **Reopening Use of School Facilities**

This supersedes the Memorandum entitled "Use of School Facilities - Updated Interim COVID-19 Guidelines #6," dated November 3, 2021.

Effective April 11, 2022, the Hawaii State Department of Education (Department) shall reopen public school facilities for community use in addition to its ongoing Department-related activities. Site administrators or their designees are authorized to restart community access while adhering to current State of Hawaii Department of Health, Department of Education, and each County's Coronavirus Disease 2019 (COVID-19) mitigation strategies.

**Conditions for Community Use of School Facilities**

- In addition to the COVID-19 mitigation strategies noted above, requesting parties are responsible for complying with the Department's physical distancing, masking, response plans, and exposure reporting protocols for the duration of such guidelines. Health and safety information may be accessed on this webpage <https://www.hawaiipublicschools.org/ConnectWithUs/MediaRoom/PressReleases/Pages/School-Reopening-Framework---Health-and-Safety.aspx>
- Applicants should provide the receiving office a minimum of ten (10) days prior to the intended date(s) of use for processing. The most current use of school facilities application form may be accessed on this webpage <https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/FutureSchoolsNow/Pages/Use-of-school-facilities.aspx>.

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Please note that the cleaning, safety, and health protocols signatory page and daily disinfection log are no longer part of the application. Each site administrator may propose requirements for cleaning and safety measures to assure users maintain tidiness.

- Schools shall review applications for accuracy and completeness prior to data entry into the online Capitol Improvement Project Tracking (CPT) database.
- All applications must be processed by Department personnel through the CPT database. Authorized Department personnel may access the CPT Use of School Facilities Database through this website address <https://www.hidoefacilities.org/facilitiesUseAppSearch.php>.

### **Use of School Facilities Point of Contact Survey**

To better assist schools and offices, we request that school and office administrators complete the Use of School Facilities Point of Contact Survey by clicking on the following link <https://forms.gle/qP7dcqgDq6uLyhJ9> (If you are not able to access the link above through this document, please copy and paste it directly into a web browser such as Chrome or Firefox).

Should you have any questions or need further assistance, please contact Richard Kiyabu, Work Program Specialist of the Facilities Development Branch by calling (808) 784-5062, or via email at [use\\_of\\_facilities@hawaiidoe.org](mailto:use_of_facilities@hawaiidoe.org).

RMT:rk  
Attachment

c: Superintendent  
Office of Curriculum and Instructional Design  
Office of Strategy, Innovation, and Performance  
Communications Branch  
Community Engagement Branch  
Hawaii State Department of Education A+ District Offices  
Office of Facilities and Operations  
Facilities Development Branch

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

*(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"/> Auditorium (extra fees may apply) | <input type="checkbox"/> Gymnasium          | <input type="checkbox"/> Parking Lot   |
| <input type="checkbox"/> Cafeteria Dining Room             | <input type="checkbox"/> Library            | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Classroom                         | <input type="checkbox"/> Multi-purpose Room | <input type="checkbox"/> 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 Hawaii Department of Education 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: _____)	<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 educational programming for A+, 21CCLC, REACH, or UPLINK?	<input type="checkbox"/>	<input type="checkbox"/>
a. Is the programming administered by a DOE contracted vendor?	<input type="checkbox"/>	<input type="checkbox"/>
3. 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"/>
b. Is this a County-sponsored activity?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is this a County Department of Parks and Recreation educational or recreational activity?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is your organization tax-exempt non-profit? (Tax.I.D. No.: _____)	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the activity involve student child-care services?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there an admission, fee/charge, tuition, donation, or contribution collected for the event/activity?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is this a personal or private for-profit business activity?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the activity involve fundraising?	<input type="checkbox"/>	<input type="checkbox"/>
8. Does the activity involve meetings, or services to promote a business, product, or religion?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the activity involve political campaigning?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is your organization a private school or university?	<input type="checkbox"/>	<input type="checkbox"/>
11. If the request is for auditorium use, do you employ union stage workers?	<input type="checkbox"/>	<input type="checkbox"/>
12. 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"/>
13. Do you plan to operate a carnival?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you plan to sublease the facility?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you plan to operate a fair (e.g., craft fair, farmers' market)?	<input type="checkbox"/>	<input type="checkbox"/>
a. Do you plan to sublease the facility?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will you and/or your vendors/sub lessees commercially prepare food items (off-site or on-site) for sale?	<input type="checkbox"/>	<input type="checkbox"/>
16. 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 Hawaii 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.

**Hawaii Department of Education**

Signature of Authorized Agent

Date

Name of Organization

DISTRIBUTION: ORIGINAL - School; COPY - Requestor

**Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 &amp; 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)***PREEMPTION NOTICE • CIVIL DEFENSE NOTICE  
NATIONAL POLLUTANT DISCHARGE ELIMINATION NOTICE • DEPARTMENT OF HEALTH REGULATIONS****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 by calling the City Illegal Dumping Hotline at 768-3300 (Honolulu) or the respective county offices (neighbor islands).

**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.

**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.

Hawaii Department of Education

\_\_\_\_\_  
Signature of Authorized Agent\_\_\_\_\_  
Date\_\_\_\_\_  
Name of Organization

**Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 &amp; 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)***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**

Hawaii Department of Education

\_\_\_\_\_  
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.