




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

OFFICE OF FACILITIES AND OPERATIONS

February 7, 2020

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

FROM: Randall M. Tanaka   
Assistant Superintendent

**SUBJECT: Use of School Facilities – New Application Form UOF**

Effective immediately, the attached Use of Facilities Application Form UOF is replacing Forms BO-1 and BO-2. The new application is also available to download on the Hawaii Department of Education Use of School Facilities website ([Use of School Facilities](#)).

Summary of Changes

The new application will improve consistency in identifying types of users, improve uniformity in assessing facility charges, and will ensure equal treatment of all applicants. The application consists of three pages.

Page 1 is for event and contact information and includes additional user questions to help better determine the type of user and liability insurance requirements. Page 2 consolidates all notices, including the addition of liability insurance requirements, notice of schools' right of preemption, and Department of Health requirements for use of cafeteria kitchens. Page 3 is for charges, special conditions, other requirements, and principal's approval or disapproval of the request.

Please be advised that the "5-year" use restriction language has been deleted as per Superintendent Memo dated October 25, 2012. Furthermore, in addition to the 12 consecutive month use restriction, the total number of days of use cannot exceed 50 days (See 26 C.F.R. § 1.141-3(d)(3)).

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For additional Food Service Branch requirements for use of cafeteria kitchens, please refer to Superintendent Memo dated October 5, 2017 (Use of Facilities – Cafeteria Dining Room and Kitchen).

Please be advised, to further the Department of Education's goal in ensuring transparency and equal treatment of applicants, a new online system using the Capital Improvement Program Project Tracking database will be launched in the coming months. Form UOF was designed to be used in conjunction with the new online system. The intent in releasing the new form before launching the online system is to give school staff an opportunity to become familiar with the content and use of the form.

Should you have any questions, please contact Richard Kiyabu, Work Program Specialist, of the Facilities and Development Branch, at (808) 784-5062 or via email at richard.kiyabu@k12.hi.us.

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Attachments

- 1) Form UOF
- 2) Superintendent's Memo October 5, 2017 Use of Facilities – Cafeteria Dining Room and Kitchen
- 3) Superintendent's Memo March 12, 2013 Use of Facilities by Third Parties Interim Guidelines
- 4) Superintendent's Memo October 25, 2012 Use of School Facilities by Third Parties

c: Superintendent  
Department of the Attorney General, Education Division  
Communications Branch  
Office of Facilities and Operations  
School Food Services Branch  
Facilities and Development Branch