



Department of Parks & Recreation Government Permits Guide

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Government Permit Guide

Aloha!

Thank you for considering a County of Maui Department of Parks and Recreation (DPR) location for your upcoming event.

A location or venue can be the most important factor in planning any event. All other planning is in some way based upon the location, whether it is size, scope, logistics, or requirements. It is because of these important factors that DPR recommends obtaining a permit for the location as the first step of any activity or event.

DPR hosts a wide variety of events throughout all our parks and recreational facilities. We welcome new and returning events alike. This guidebook will walk you through our government permit application process and provide information, rules and regulations that are important in planning your event. Please read this information carefully as it gets updated periodically and may be different from what you have received in the past.

Our staff looks forward to working with you in creating a successful event!

Mahalo,
DEPARTMENT OF PARKS & RECREATION

Government Permits

A government permit is issued for an event or activity organized and conducted by the County or another governmental unit. No revenue may be generated and no entry fees may be charged.

Application & Deadlines

Application Process

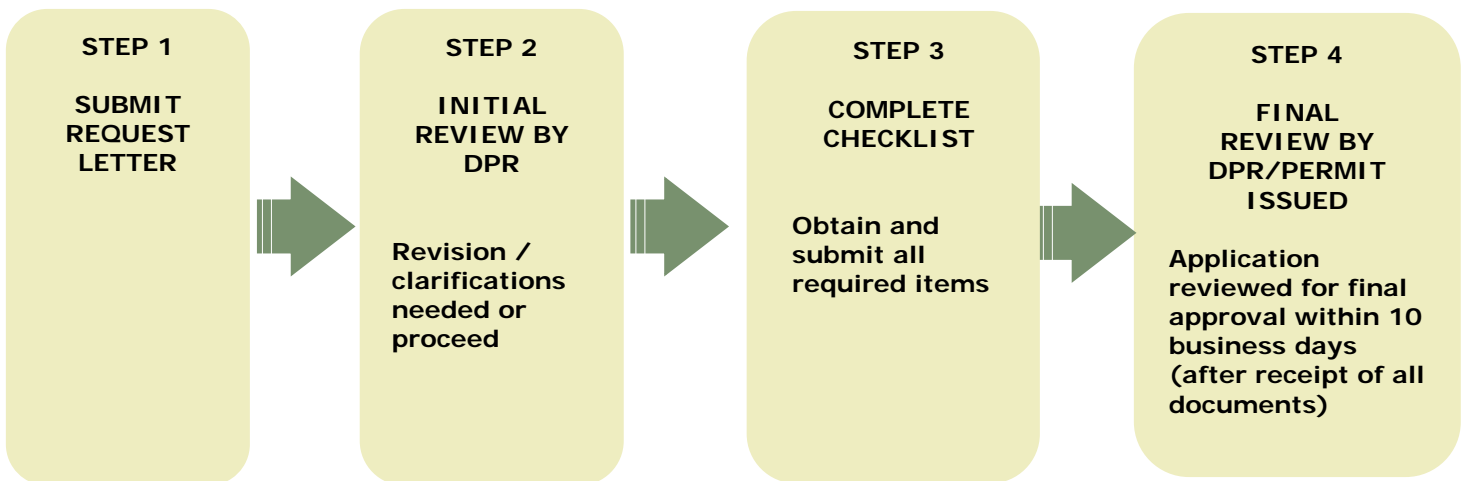
- Submit request letter – (Can be submitted up to 18 months in advance)
 - On official letterhead or from a government issued email to the DPR Permit Office located at 700 Halia Nakoia Street, Wailuku, HI, 96793, or email to DPRpermits@mauicounty.gov.
 - Letter signed by department or division head.
 - Indicate scope and purpose of the event.

- Include any requests for DPR support (e.g., equipment, opening a gate, recreational facility, etc).
- Identify the contact person for the event and indicate the person that is authorized to sign permit paperwork for the department or division. Be sure to provide up-to-date contact information.
- Upon receipt of request letter or email, DPR shall review the availability of the requested park or recreational facility and follow up with the identified contact person to complete additional requirements.
- **Additional Requirements**
 - Regulations and Policies for Use of Parks Facilities (required)
 - Release, Acknowledgement and Indemnification Form
 - Other applicable requirements

Upon the completion of additional requirements, permits shall be approved and issued. Generally, Government Permits receive approval within 10 business days upon DPR receiving all requirements.

The Process

The process for a Government Permit is:



Cost

There are no costs associated with a government permit in accordance with the annual budget ordinance. To be eligible for a government permit, your event cannot assess or accept any donations, registration fees, entrance fees, participation fees, etc.

Event Cancellation

If you must cancel your event, written notification must be submitted as soon as possible through your authorized agent.

Accessibility Requirements

It is the event's responsibility to comply with all County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). This requirement should be given consideration as you design your event.

Amplified Sound and Music

Only selected sites are allowed to have amplified sound and/or music. If your event receives complaints, the Police, Park Ranger or Park Monitor may require you to lower or turn off the volume. Certain events may be required to provide an independent "sound monitor" who will be responsible for ensuring that sound levels remain within legal limits, music curfew times are observed, and compliance with any other requirement for amplified sound/music are met. DPR will determine if this requirement is necessary and the expense of the sound monitor must be paid for by the event.

Turf/Grass Impact and Damage

Because the Director can make exceptions to the "no vehicles allowed on the grass" policy for events, some events may have very high impact on park turf/grass due to the number and size of vehicles or articles transported over the turf/grass. In these cases, DPR may require payment for aeration, irrigation systems, or reseeded of the affected turf/grass. In addition, damage resulting from such impact in combination with rain or inclement weather will be charged to the event.

Please take this factor into consideration when planning your set-up, especially if your event is held during a potentially rainy month.

Signage

All banners and signage for approved and permitted events must be approved by the DPR Permit Office. Banners and signage may be placed in approved locations 7 days prior to the start of the event and must be removed on the day the event ends. If signage is posted prior to 7 days or left up after the close of the event, DPR will remove and dispose of all signage. It is the permittee's responsibility to place and remove all signage within these time frames and DPR will not be responsible for any signs removed or disposed of by DPR or anyone else. DPR does not allow signs/banners to be nailed, stapled, thumb-tacked, or taped to trees or buildings, staked into the ground or hung over permanent signs. All signage and sponsorship banners posted at events are to be displayed for internal viewing purposes for the event. Additional guidance for posting signs/banners may be provided by DPR upon request.

Keys: Pick Up and Return

It is the responsibility of your agency to pick up keys on the last business day preceding your event from the district permit office where the park or recreational facility is located. Keys must be returned to the same office within 2 business days after the event ends.

Clean Up

A cleaning crew is required to clean during and at the end of each day of your event. Depending on the size and impact of your event, you may be required to hire a professional cleaning company to do the cleaning in order to restore the park or recreational facility to its original condition. Failure to comply may result in action to recover any additional costs incurred to restore the park or recreational facility to its prior condition.

Miscellaneous

Barbecues and Grills: Plywood must be placed underneath barbecues and grills, whether on turf or asphalt. All coals, ashes, grease, and oil must be taken away at the end of the event and not left on-site or in DPR trash receptacles.

Generators: If you plan to use a generator for food, lighting/sound equipment, etc., plywood must be placed underneath the generator in order to prevent scorching of the grass.

Park Equipment: Existing equipment in the park (e.g., tables, benches, barbecues, etc.) must remain in their permanent locations. Please plan your event set-up around the existing equipment.

Park or Recreational Facility Issues: If you arrive at your permitted park or recreational facility and there are concerns or issues, please contact the district permit office that your facility is located in during normal business hours or at the after-hour's phone number provided with your permit for evenings, weekends, or holidays.

If you have any general government permit related questions, please call our DPR Permit Office at 270-7389 or you may e-mail us at DPRPermits@mauicounty.gov.

Best wishes for your upcoming event!