



Department of Parks & Recreation
General Use Permits Guide
Version 1.1
October 2016

General Use Permit Guide

Aloha!

Thank you for considering a County of Maui Department of Parks and Recreation (DPR) location for your upcoming special occasion, league, or recreation program.

A location or venue can be the most important factor in planning any event, program or activity. All other planning is in some way based upon the location, whether it is size, scope, logistics, or other 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 activities throughout all our park and recreational facilities, including sporting events and leagues, recreation programs, community meetings, ho'olaule'as, baby lu'aus, weddings, graduation parties, and other celebratory events. This guidebook will walk you through our general use permit application process and provide information, rules and regulations that are important in planning your activity or event. Please read this carefully as it gets updated periodically and may be different from what you have received in the past.

Included at the end of this guidebook is a link for the DPR Permit Application. Permit Applications can be accepted at the DPR Permit Office at the War Memorial Complex, or at any district permit office in which the event is proposed. Please complete and return the Permit Application to any district permit office. Remember to keep a copy of the Permit Application for your records and keep the guidebook so you can reference the information in it.

Our staff looks forward to working with you on creating an amazing event accompanied by memories that will last a lifetime!

Mahalo,

DEPARTMENT OF PARKS & RECREATION

General Use Permits

A general use permit is issued for activities or events that take place in a park or recreational facility under the jurisdiction of DPR, which fit into one of three categories of activities:

- Private Parties
- Leagues
- Recreation Enrichment Programs

Private Parties

Private parties are events organized by a person or organization that are held at recreational facilities (typically at community centers or pavilions) where attendance is by invitation only and no advertisements are made to the general public. Fundraising is not allowed at private parties. Examples of private parties include celebratory events such as graduation parties, baby lu'aus, wedding receptions, retirement parties, or similar events, and community meetings.

Due to high demand and limited recreational facilities, you should submit your application as soon as you know the date of your event, and be sure that the dates and times specified on your application are correct.

- Permits will be issued on a first-come, first-served basis.
- Applications can be submitted up to 1 year in advance of the event date.
- Reservations for year-to-date must be made in person at the district permit office where the desired recreational facility is located.
- Dates unavailable for a recreational facility will be posted at each district permit office at least 5 business days in advance.
- Reservations after the 2 weeks of year-to-date can be made at any department permit office in person.

All recreational facility fees and deposits are due with the application submission. You will be notified by DPR of any additional requirements which must be completed before a permit will be issued. Therefore, it is critical that you provide up-to-date contact information for your authorized agent with your application.

"Tentative reservations" WILL NOT be honored; reservations must be completed by submitting a full and complete application with payment.

STEP ONE
SUBMIT – SIGN – APPROVE

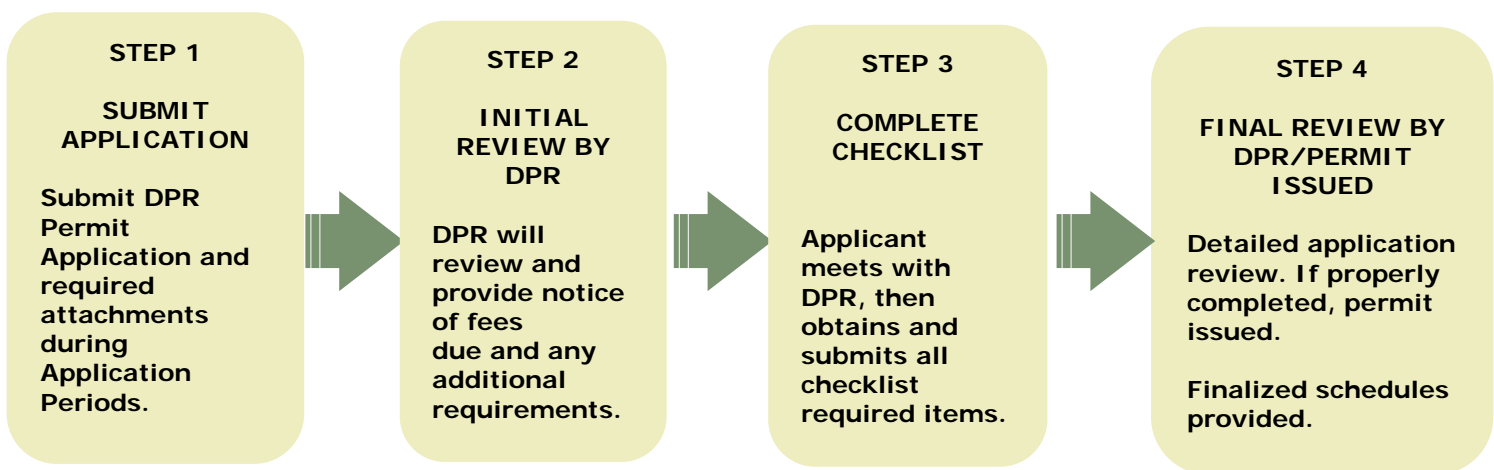
SUBMIT: DPR Permit Application
(include payment of fees and deposits)

SIGN: Regulations and policies for use of recreational facilities with DPR
and the Release, Acknowledgement, and Indemnification Agreement

APPROVE: Upon DPR's approval, the recreational facility permit will be
issued

Leagues and Recreation Enrichment Programs

Leagues and Recreation Enrichment Programs are activities organized by a person or organization, held at parks or recreational facilities (e.g., gymnasiums, diamond fields, rectangular fields, or outdoor courts), with participation occurring through a registration process, and which is intended for a specific group from the general public. Examples of Leagues include American Youth Soccer Organization, Maui Girls Softball Association, Special Olympics, Maui Age Group Swimming Association, Pop Warner, etc., which are offered at minimal cost to participants to cover the cost of operating and conducting the event. Examples of Recreation Enrichment Programs include clinics and day camps offered at no cost to the public. Fundraising is not allowed for leagues and recreation enrichment programs under a general use permit. If fundraising is desired, the special events permit guidelines should be followed.



Leagues and Recreation Enrichment Programs Process Details

STEP 1 – SUBMIT APPLICATION

Applications with required attachments must be submitted during the appropriate application periods for the activity window of your league or recreation enrichment program (see table below). If your league or recreation enrichment program begins in one activity window and ends in another, this should be noted in your application information. Applications can be submitted to the DPR Permit Office located at 700 Hali'a Nakoia St., Wailuku, HI, 96793, at the War Memorial Complex, or sent via email to DPRPermits@mauicounty.gov. Only completed applications shall be accepted, and shall include the following:

- An application Request Form.
- Detailed participant information, including participating age groups, gender, anticipated number of participants and/or teams.
- Preliminary schedule for each park or recreational facility. If ocean recreation events are involved, include desired "rain out" dates in case of inclement weather conditions.

- An “Authorized Agent” letter for your organization, which must be signed by an officer of your organization. The letter should identify the person who is authorized to sign on behalf of the organization, and up-to-date contact information for the authorized agent.
- Tentative Program/Practice/Game schedule which includes times/dates/locations. Be sure practices and games are distinguishable.
- List any program costs or participant fees using DPR’s form. Participant fees may only be charged to offset program costs and will be verified by DPR.

STEP 2 - INITIAL REVIEW

DPR shall review all submitted applications and notify applicants regarding the availability of their requested activities by email or mail as indicated on the permit application form. Ensure contact information is up-to-date.

Scheduling Priority: DPR will determine priority of applications received based on the following:

- a. Partnership Leagues
- b. Community Leagues
- c. DPR Annual Recreation Enrichment Programs
- d. Recreation Enrichment Programs
- e. General requests for park or recreational facility use

STEP THREE – COMPLETE CHECKLIST

Applicants notified by DPR that the initial review is completed will have 10 business days to comply with any additional permit requirements. Failure to provide the following within this time frame will result in cancelation of the initial approval, removal from the permit system, and selection of the next eligible requestor. Additional permit requirements shall include:

- a. Submit Payment of Fees and Deposits
- b. Sign the Regulations and Policies for Use of Parks Facilities
- c. Sign the Release, Acknowledgement and Indemnification Form
- d. Provide Insurance (for Partnership and Community Leagues)

STEP FOUR – FINAL REVIEW/PERMIT ISSUED

Once all requirements have been met, permits will be issued as follows. For all leagues or ongoing recreation enrichment programs, DPR may hold a Master Scheduling Meeting prior to issuing permits. Attendance at such meeting is mandatory.

All leagues must submit a finalized practice schedule, which includes the teams and locations of practice at least 2 weeks prior to the start of practice, and a finalized game schedule, which includes the detailed requirements of the regulation field or recreational facility requirements for play at least 3 weeks prior to the start of their first game. This allows DPR to fill space from the waitlist or accommodate other users.

	Application Period	Permit Issuance	Activity Window
Summer	January 1 – 15, 2017	By February 20, 2017	April 16 – July 31, 2017
Fall	May 1 – 15, 2017	By June 20, 2017	August 1 – December 31, 2017
Winter/Spring	October 1 – 15, 2017	By November 20, 2017	January 1 – April 15, 2018

Waitlist. If there are more requests received than can be accommodated for any park or recreational facility, DPR will generate and maintain a waitlist. After permits submitted during the application period are issued, any remaining availability will be filled from the waitlist. When the waitlist is exhausted, any remaining availability will be filled on a first-come, first-served basis, in compliance with the following:

- a. Application is complete and provides current contact information.
- b. Permit fees and deposits are paid when the application is submitted.
- c. Additional permit requirements must be provided within 10 business days of receipt of payment; failure to comply will result in cancellation of the application and selection of the next requestor.

Costs

Costs vary for each park or recreational facility. Permit costs include fees and deposits which are set forth by the Maui County Council in the rates and fees section of the annual budget ordinance. There are many additional costs associated with conducting an event, which can include items such as insurance, security, health permits, equipment rentals, etc. Meeting with DPR as early as possible will help you to determine or anticipate the possible costs associated with your particular event and enable you to evaluate any changes you may want or need to make.

PRIVATE PARTIES - Payment of fees and deposits are required at the time the application is submitted. **Timely payment is critical. If payment is not made with the application, the application will be rejected and the recreational facility and date will be made available to other requests.**

LEAGUES AND RECREATION ENRICHMENT PROGRAMS – Payment is required for the fees and deposits within 15 days from DPR’s notice of the approved application. If the payment due date falls on a weekend or holiday, payment must be made on the business day prior to the weekend or holiday. Notice of the payment due date will be communicated in writing by letter or e-mail and confirmation of the applicant’s receipt of this notice will be conducted by phone. **Timely payment is critical. If payment is not made by the payment due date, the application will be canceled and the park or recreational facility and date will be made available to other requests.**

Event Cancellation

If you must cancel your event, notice of cancellation shall be provided in writing by the applicant’s authorized agent. Notice of cancellation must be provided 7 days in advance. If the cancellation date falls on a weekend or holiday, notification must be received on the business day prior to the weekend or holiday. Failure to use the park or recreational facility without proper notice of cancellation shall result in

forfeiture of the custodial deposit and rental fee, and may result in being prohibited from any additional use for 1 calendar year.

Rescheduling

In the event of inclement weather and unforeseen safety hazards, permits will be accommodated through rescheduling to the extent possible. Permit holders must notify the department within 2 business days of these circumstances for rescheduling to occur with no additional fees.

Insurance

PRIVATE PARTIES – There are currently no insurance requirements for Private Parties.

LEAGUES and RECREATION ENRICHMENT PROGRAMS – Insurance requirement varies based on the nature of the activity and will be determined upon the department’s review of the application request. If insurance is deemed necessary, the following are the insurance requirements:

Applicants must provide a Certificate of Insurance for a minimum of \$1,000,000 per occurrence and \$2,000,000 in the aggregate of comprehensive general coverage limit, naming the “County of Maui, its departments, officers, directors, employees and agents” as additional insured. Any permit that includes liquor, will need liquor liability coverage. DPR reserves the right to require higher insurance coverage if higher risk activities are associated with your event. This is determined on a case-by-case basis by DPR.

All insurance certificates must specify the name of the insured. Insurance certificates must also include the name of the event or type of event, all park or recreational facilities being used, and the event date(s) including set-up and breakdown days. Be sure that the event applicant’s name as provided on the permit application matches the name of the insured listed on the Certificate of Insurance, or the applicant’s name must be listed as an “additional insured” on the Certificate of Insurance, and written notice that the applicant has authorization to act on behalf of the insured must be provided to DPR with the Certificate of Insurance. Missing or inaccurate information may result in rejection of the Certificate of Insurance which can result in cancellation of the permit due to non-compliance with insurance requirements. Proper Certificates of Insurance are required for the protection of the County of Maui as well as protection of event agents and participants.

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 turn the volume down or off. Some events may be required to provide an independent “sound monitor” who will be responsible for ensuring sound levels stay within legal limits, music curfew times are observed, and compliance with any other requirements 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 areas. Any damage due to such impact combined 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

PRIVATE PARTIES – All banners and signage can be posted at the permitted recreational facility the day of the permitted event and must be removed at the end of the day.

LEAGUES and RECREATION ENRICHMENT PROGRAMS - All banners and signage for 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 damage to any signage removed or disposed of by DPR or by 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

PRIVATE PARTIES - 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 recreational facility is located. There are no “after-hours” accommodations to obtain keys and key deposits will be automatically withheld if the permit holder fails to pick up keys and a parks employee must open a recreational facility. Keys must be

returned to the same office within 2 business days after the event ends. Failure to return keys within 2 business days of the completion of the permitted event will result in forfeiture of the key deposit. Failure to return keys may result in re-keying the recreational facility and permit holder will be charged for the total cost to re-key the recreational facility and can result in denial of future permits for 1 calendar year.

LEAGUES AND RECREATION ENRICHMENT PROGRAMS – Organizations should coordinate key issuance and pick up with DPR prior to the start of your league or recreation enrichment program. Failure to return keys within 2 business days of the completion of the league or recreation enrichment program will result in forfeiture of key deposit. Failure to return keys may result in the re-keying of the park or recreational facility and permit holder will be charged for the total cost to re-key the park or recreational facility minus the key deposit and can result in denial of future permits for 1 calendar year.

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 necessary cleaning to restore the park or recreational facility to its original condition. Failure to comply will result in forfeiture of deposits or additional action to recover any additional costs incurred to restore the park or recreational facility to its prior condition.

Equipment Rentals

DPR may issue permits for both large and small equipment rentals as follows:

DPR Equipment Rentals	
Large Equipment Mobile Bleachers Showmobile Stages	Small Equipment Stage Platforms w/stairs Picnic Tables (Molokai only) Bleachers (small)

Large department equipment may be rented to any permittee receiving a park or recreational facility permit or to any County co-sponsored event.

Small department equipment may be rented to any permittee receiving a parks or recreational facility permit, to any County co-sponsored event, or to any nonprofit organization that serves the community. Rates and fees for equipment rental are set forth in the annual budget ordinance.

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 all 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 permitted use is located in during normal business hours or at after-hour's phone number provided with your permit for evenings, weekends, or holidays.

If you have any general 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 or program. Please keep this planning guide for your reference as you complete a permit application.
