



Department of Parks &
Recreation General
Tri-Annual Permit Guide
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Tri-Annual Permit Guide Leagues & Recreation Enrichment Programs

Aloha!

Thank you for considering a County of Maui Department of Parks and Recreation (DPR) location for your upcoming 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, leagues, and recreation programs. This guidebook will walk you through our general use permit application process specifically for the Tri-Annual Permits process and provide information, rules and regulations that are important in planning your league, program, or activity. Please read this carefully as it gets updated periodically and may be different from what you have received in the past.

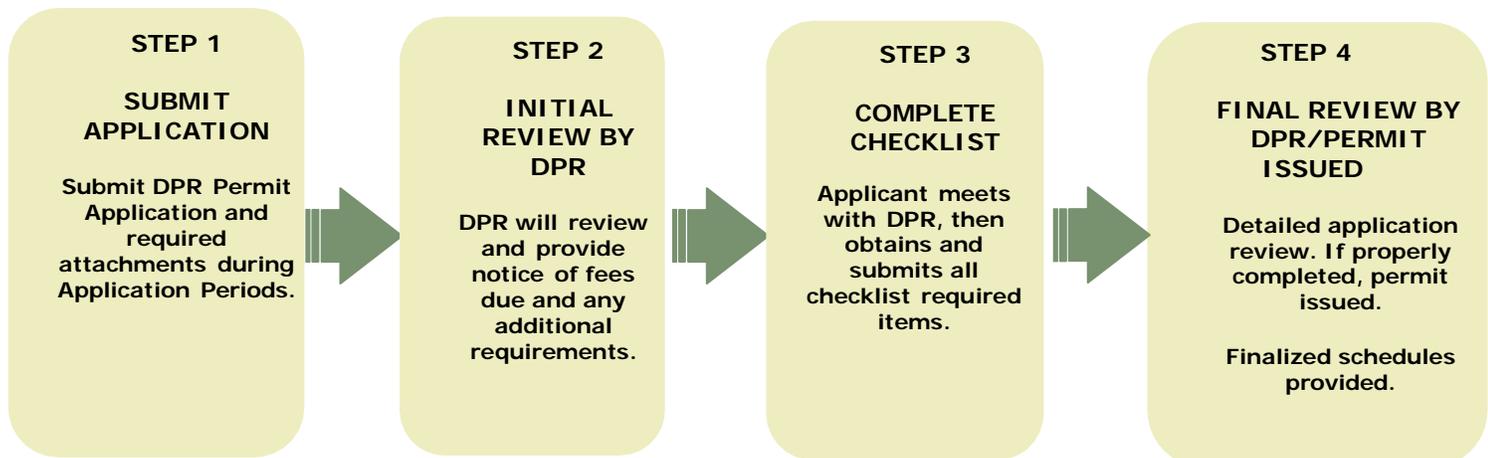
Included at the end of this guidebook is a link for the Tri-Annual Application Request. Application Requests can be accepted at the DPR Permit Office at the War Memorial Complex, at any district permit office in which the event is proposed, or at DPRPermits@mauicounty.gov. Remember to keep a copy of the application request 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 league or program accompanied by memories that will last a lifetime!

Mahalo,

DEPARTMENT OF PARKS & RECREATION

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 DPR Permit Office 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 League Income Operating Expense 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
Winter/Spring	October 1 – 13, 2017	By November 25, 2017	January 1 – April 15, 2018
Summer	January 1 – 15, 2018	By February 25, 2018	April 16 – July 31, 2018
Fall	May 1 – 14, 2018	By June 25, 2018	August 1 – December 31, 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 cancelation 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.

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

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 reseeding of the affected turf/grass areas. Any damage due to such impact combined with rain or inclement weather will be charged to the event.

Signage

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

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. 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.

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 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.