



Winter/Spring 2023 Tri-Annual Application Process

Dates, times, and facility allocations, when granted, may be drastically different than requested due to limited facility availability.

Only **COMPLETE** applications will be accepted. We highly encourage you to contact us for a phone appointment with any questions you may have **BEFORE** submitting your application package by calling (808) 270-7389. Applications can be submitted via email to DPRpermits@mauicounty.gov.

Application Checklist

1. Tri-Annual Application
 - a. Detailed participant information
 - b. Current notarized Authorized Agent Letter
 - c. Tentative game and/or practice schedule (if applicable)
 - d. Detailed fee and charge explanation (required)
 - e. Facility request sheets: **Please use a separate sheet for each facility type: i.e. field, pool, gym.** For SMCP Gym, please indicate which court: North, South, or both.
2. Regulations and Indemnification Agreement, executed (due with application). Requires notarization if not signed in front of a permit clerk with valid state identification.
3. If your activity has not been historically in season from January 1st - April 15th, please provide documentation from the sanctioning body to support your request for out of season play.
4. League expense report form (**for ALL leagues**)

Permitting Hours

- Tennis courts are available for permitting from 8:00 am - 10:00 pm.
- Pools are available for permitting from 6:00 am - 8:00 am & 5:00 pm - 8:00 pm.
- Facilities with lights are available for permitting 8:00 am - 10:00 pm (with light fee 6pm-10pm).
- Facilities without lights are available for permitting 8:00 am - 6:00 pm.
- Gyms are available for permitting from 8:00 am - 10:00 pm.

POOL Applicants – It is a condition of permit issuance that a certified coach be on deck at all times. Please submit your list of coaches by location and copies of required certifications.

Practice Schedules – must be submitted 2 weeks prior to the first practice and must include location, team name, start time, and end time. Fields are not lined for practice.

Game Schedules – Field lining requires 3 weeks after schedule submission to the DPR Permit Office. Fields will not be lined without a game schedule. Game schedule must include location, team names, start time, and end time. Field Diagrams must include dimensions and measurements.



TRI-ANNUAL APPLICATION REQUEST

ActiveNet Request # _____

Applicant Information

Your name: _____

Organization or League: _____ Team: _____
(if applicable)

Mailing Address: _____

Coordinator: *(If different from you)* _____

Daytime Phone: _____ After Hours Phone: _____

Email: _____

Request for use of facilities in multiple districts:

For this activity, select all districts for which you are requesting usage.

- | | | | |
|---------------------------------------|------------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Central Maui | <input type="checkbox"/> East Maui | <input type="checkbox"/> South Maui | <input type="checkbox"/> West Maui |
| <input type="checkbox"/> Hana | <input type="checkbox"/> Moloka'i | <input type="checkbox"/> Lana'i | |

Does your organization have IRS 501(c) status? YES NO

***If yes, a copy of the 501 exemption letter must be on file with the DPR Permit Office.**

Are you an authorized agent for this organization? YES NO

***If yes, a copy of the notarized authorized agent letter must be on file with the DPR Permit Office.**

League or Recreational Use Summary

Activity Type:

- | | | | |
|---------------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Football | <input type="checkbox"/> Tennis | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Wrestling | <input type="checkbox"/> Track | <input type="checkbox"/> Soccer/Futsal |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Swimming | <input type="checkbox"/> Cross-Country | <input type="checkbox"/> Water Polo |
| <input type="checkbox"/> Other: _____ | | | |

Participants-Age Division: *(Please indicate the number of teams in each category)*

- | | | |
|---|--|---|
| <input type="checkbox"/> Youth (Under 5 yrs.) | <input type="checkbox"/> Youth (6-12 yrs.) | <input type="checkbox"/> Youth (13-15 yrs.) |
| # of Teams: _____ | # of Teams: _____ | # of Teams: _____ |
| <input type="checkbox"/> Youth (16-18 yrs.) | <input type="checkbox"/> Adults | <input type="checkbox"/> Seniors (55+) |
| # of Teams: _____ | # of Teams: _____ | # of Teams: _____ |

Participants-Gender Division:

- Co-Ed Male Female

Concession Request

Are you requesting any of the following types of concessions?

- Food and/or Beverage Other (ex: Merchandise) None

Required Attachments

Permit Applications submitted without all required attachments will be considered incomplete and will not be reviewed.

- Detailed Participant Information
Include gender and age groups, number of teams, and team names.
- Current Authorized Agent Letter
Authorized Agent letter is valid for one calendar year. New letter must be submitted each year. Must be signed by an officer of the organization and notarized. Clearly state whether the agent is authorized to sign on behalf of the organization. Include contact information for the authorized agent.
- Tentative Game and Practice Schedules
Include times, dates, locations. Separate schedules for practices and games.
- Detailed Fee/Charge Explanation
Include all fees and charges, such as admission, participant fees, donations, vendor fees, registration, etc.
- Facility/Field Request sheet(s) (following page) - attach as many as needed

Acknowledgment

I have fully disclosed all the details of my proposed event. I understand that changes to what I have represented to the County of Maui Department of Parks and Recreation (DPR) will require me to complete a new League / Recreation Program Application Request and DPR will determine whether the park/facility can accommodate my request.

By signing below, I acknowledge that I have read and accept all the terms and conditions set forth in this League / Recreation Program Application Request and all applicable sections of the Maui County Code.

(Your Name)

(Your Signature)

(Date)

Facility / Field Request - Attach "Additional Facility / Field Form" for additional field requests

Time Slot #1

Site/Complex: _____ Field: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

- Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Age Group: _____ yrs. to _____ yrs.

Field Use (select one): Practice
 Game

Lights (select one): Yes
 No

Time Slot #2

Site/Complex: _____ Field: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

- Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Age Group: _____ yrs. to _____ yrs.

Field Use (select one): Practice
 Game

Lights (select one): Yes
 No

Time Slot #3

Site/Complex: _____ Field: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

- Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Age Group: _____ yrs. to _____ yrs.

Field Use (select one): Practice
 Game

Lights (select one): Yes
 No

Time Slot #4

Site/Complex: _____ Field: _____

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

- Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Age Group: _____ yrs. to _____ yrs.

Field Use (select one): Practice
 Game

Lights (select one): Yes
 No



County of Maui
Department of Parks and Recreation (DPR)
Permits & Enforcement
REGULATIONS AND
INDEMNIFICATION

OFFICE USE ONLY

GENERAL PROHIBITIONS:

Within the limit of any park or within any recreational facility, it is unlawful for any person to:

1. Throw or dispose of any refuse or any waste material except in a receptacle designated for such purpose.
2. Destroy, break, injure, deface, alter, damage, mutilate or remove in any manner the following:
 - a. Any public structure, sign, equipment, monument, plumbing fixture, wall, fence, railing, gate, lock, device or other property in any park or recreational facility.
 - b. Any shrub, fern, turf, plant, flower, or other vegetation in any park or recreational facility.
 - c. Any tree in any park or recreational facility without express authorization from the Department of Parks and Recreation.
3. Discharge firearms, air rifles, or spring guns, except at a range established and regulated for that specific purpose.
4. Allow any animal to enter or remain within any park except as provided in subsection D of the Maui County Code 13.04A.070.
5. Bring animals into recreational facilities, excluding outdoor pavilions, except for guide, signal/hearing, and service dogs, as defined in section 6.05.010 of the Maui County Code.
6. Establish feral animal colonies.
7. Bring into or possess commercial shopping carts, whether attended or not.
8. Defecate or urinate on the grounds or improvements of any park or recreational facility, except in properly functioning toilets or urinals in public restrooms.
9. Engage in smoking or the use of tobacco products.
10. Abandon, store, or leave personal property unattended in any pavilion, dugout, bathroom, or other structure. Unattended personal property remaining within a park or recreational facility after operating hours is subject to collection and removal by the Department of Parks and Recreation.
11. Abandon any vehicle for a period in excess of twenty-four hours. Abandoned vehicles or those illegally parked within a park or recreation facility may be subject to towing.
12. Sleep or lie on picnic tables, or place personal bedding on picnic tables.
13. Conduct any rummage or second-hand item sales.

Except as otherwise authorized by permit, license, lease, or contract issued in accordance with the Maui County Code, within the limit of any park or within any recreational facility, it is unlawful for any person to:

1. Be present during designated closed hours for that park or recreational facility, or between the hours of 10:00 pm and 6:00 am, or when closed to the public pursuant to section 13.04A.040(B)(1) or any County or State emergency proclamation or rule.
2. Distribute, post, or place any commercial handbill, circular, notice, or other advertising material.
3. Wash, polish, or condition any boat, canoe, raft, or other vessel.
4. Store, repair, or condition any boat, canoe, raft, or other vessel.
5. Park or operate any vehicle on grassed or sand areas with the exception of a personal mobility device.

6. Use or operate loudspeakers.
7. Dance on any gymnasium floor.
8. Engage in archery.
9. Kindle, build, maintain, or use any fire other than in a grill or hibachi.
10. Display or set off fireworks.
11. Engage in commercial activity, including catering or other commercial food distribution.
12. Provide classes, lessons, teaching, or any instruction.
13. Bring into, possess, or dispose of any human or animal remains.
14. Feed any animal or animals, or stage any food or water for any animal or animals, except as provided in subsection D of the Maui County Code 13.4A.070.
15. Manage feral animal colonies. Any colony management authorized by permit, license, lease, or contract issued in accordance with 13.04A of the Maui County Code must be designed to reduce and eliminate the colony.
16. Engage in vending, or conduct a commercial activity, including distribution, within a park or recreational facility except as expressly authorized by a lease, concession contract, or permit. This includes:
 - a. Selling or offering to sell any article or service of any value.
 - b. Displaying goods, or descriptions or depictions of goods or services, with the intent to engage any member of the public in a transaction for the sale of any good or service.
 - c. Performing or engaging in any act with the intent or expectation of receiving payment therefor from any person.
 - d. Accepting any consideration in exchange for an article or service of any value.
17. Consume any intoxicating liquor:
 - a. Between the hours of 10:00 pm and 6:00 am
 - b. At any time in any public restroom
 - c. Within a 1 500 foot radius of the boundary of any public or private preschool, kindergarten, elementary, intermediate, middle, secondary, or high school, or youth center, between the hours of 6:00 am and 10:00 pm, except on weekends, State and County holidays.

General Prohibitions – Initial: _____

ALCOHOL PROHIBITION:

Applicable to: Kalama Park, South Maui Community Park, Keopuolani Park, Kamehameha Iki Park, Malu Ulu O Lele Park, Honokowai Beach Park, Charley Young Park, Kamaole Beach Park I, Kamaole Beach Park II and Waiale Park.

Except as otherwise authorized by permit, license, lease, or concession issued in accordance with the Maui County Code, it is unlawful for any person to consume any intoxicating liquor, as defined in section 281-1, Hawaii Revised Statutes, while within the boundaries of any applicable park, provided that this prohibition shall not prohibit the consumption of intoxicating liquor at the Maui Arts and Cultural Center. Failure to comply will result in forfeiture of Custodial Deposit and affect future permit applications.

Alcohol Prohibition – Initial: _____

REFUSE DISPOSAL:

Failure by permittees to satisfactorily clean or restore any park or recreational facility shall result in forfeiture of the custodial deposit. All trash, garbage, rubbish, and refuse material shall be placed in designated receptacles provided by the department within a recreation facility or in designated receptacles provided by the permittee as a requirement for their respective event permit.

Refuse Disposal – Initial: _____

SIGNAGE:

Banners and signage for permitted events, first approved by the department, may be placed in approved locations no more than seven days before a permitted event and shall be removed the day the event ends. Signage that does not comply shall be removed and may be disposed of by the Department of Parks and Recreation (DPR). DPR shall not be responsible for any event signage damaged or removed by others. Signs and banners shall not be nailed, stapled, thumb-tacked, anchored or taped to trees or buildings or hung over permanent signs. Any signs and banners staked into the ground or tied between trees must not cause any damage. All sponsorship banners posted at events shall be displayed for viewing by the event participants only.

Signage – Initial: _____

SOUND LEVEL POLICY:

Permitted events may affect the neighborhood in which the facility is located. We ask for your cooperation in keeping noise at a reasonable level. Your activity, including the amplified sound, must stop promptly at 10:00 pm. Failure to comply may result in one or both of the following:

1. The power source to the sound equipment will be turned off and the County will not be responsible for any damage to the equipment.
2. The Custodial Deposit may be forfeited.

Sound Level Policy – Initial: _____

DEPOSITS:

Custodial, key and equipment deposits, as set forth by the annual budget ordinance, shall be refunded to the permit holder provided the permit holder fully complies with deposit requirements as follows:

1. Custodial Deposit – Custodial deposits shall serve as security for cleaning and restoring the permitted property to its pre-use condition. They shall be forfeited to the Department of Parks and Recreation (DPR) if cleaning and restoration is not completed within the time provided by the permit. Any cost in excess of the deposit to clean or restore the facility, due to a permittee's failure to do so, may be recovered by DPR through any legal means available.
2. Key Deposit – It is not the responsibility of DPR to call the permittee to pick up keys. Automatic forfeiture of the key deposit will occur for failure to pick up key(s) during open permit office hours in which a parks employee is called out to distribute key(s) or open a facility. The key deposit will also be forfeited to DPR in the event that keys are not returned to the department within two business days after termination of the permitted event or activity. If it is necessary for a recreational facility to be re-keyed, any excess cost that exceeds the key deposit shall be recovered by DPR through any legal means available.
3. Equipment Deposit – Equipment deposits shall serve as security for equipment rented from DPR. In the case of damages, the deposit will be forfeited to DPR and any excess cost to replace the damaged equipment shall be recovered through any legal means available.

Deposits – Initial: _____

CHECK ACCEPTANCE POLICY:

Checks will be accepted for rental, custodial and key deposits no later than 14 days prior to the reservation date and must adhere to the payment deadlines as indicated on Table 2 in 13.04A.100 of the Maui County Code. Checks should be made payable to the "County of Maui" and must be for the exact amount due. The applicant's name, address and account number must be imprinted on the check. No post-dated, stale or second/third party checks will be accepted. A \$30.00 returned check fee will be charged on any check not honored by the bank for any reason. Failure to make payment on a returned check and on the returned check fee will result in the cancellation of the reservation and future reservations will be denied.

Check Acceptance Policy – Initial: _____

POLICY RELATING TO ACCOMMODATIONS FOR PARTICIPANTS WITH DISABILITIES IN ACTIVITIES, SPORTS LEAGUES AND ORGANIZATIONS AT COUNTY PARKS AND FACILITIES:

It is the policy of the County of Maui Department of Parks and Recreation to ensure equal access for all participants using County parks, community centers, swimming pools, tennis courts, athletic fields, stadiums and other recreational areas and shall comply with the American with Disabilities Act. 35.130 by providing effective communication and/or program modification for participants with disabilities.

Disabilities Accommodations Policy – Initial: _____

CANCELLATION POLICY:

Failure to use the facility as permitted denies other potential users the opportunity to use the venue and shall result in forfeiture of the custodial deposit(s) and the rental fee(s). In addition, a cancellation fee, equivalent to the custodial deposit(s), shall be assessed for failure to provide written notice of cancellation before the scheduled event, or in advance of the dates indicated as follows:

1. Camping Permit – Prior to the first day of use
2. Community Class Permit – 7 days prior to use
3. General Use Permits – 7 days prior to use
4. Special Event Permit
 - a. Department Sponsored – 7 days prior to use
 - b. Non-profit or Political Fundraiser – 21 days prior to use
 - c. Commercial Event – 30 days prior to use

Cancellation Policy – Initial: _____

SEVERE WEATHER OR OTHER EMERGENCY CANCELLATION POLICY:

The activation of the action to suspend all permits and programs will take place when the County of Maui Emergency Management Agency, Governor, Mayor, Director or Deputy Director of the Department of Parks and Recreation (DPR) declares A WARNING for a pending incident, be it hurricane, tsunami, pandemic, or other natural event that normally affords the county twenty-four (24) hours of notification. All fields, gyms, community centers and other facilities owned and maintained by DPR may be closed. All events scheduled at DPR facilities will be cancelled if a facility is officially closed. The facility will be re-opened only after select DPR personnel have inspected and deemed the facility to be safe for use by the community.

In the event of an earthquake, fire, or other emergency situation that requires a staging area or shelter, the cancellation of permits and programs will be declared as a result of the decision made by the DPR Director or Deputy Director, the Mayor or the Governor. At the point of notification to the permittee of the facility, the permittee will cease their event/activity.

<u>League Income:</u>	
Registration Fee (amount for each player \$_____ multiplied by # of players_____)	\$
Team Entry Fee	\$
Admission Charges	\$
Donations	\$
Food Concession	\$
Other Revenue (please specify)	\$
Other Revenue (please specify)	\$
Total	\$
<u>League Expenses:</u>	
Insurance	\$
League Equipment	\$
Uniforms	\$
Awards	\$
Officials & Scorekeepers	\$
Permit Fees	\$
Food Concession	\$
Other Expenses (please specify)	\$
Other Expenses (please specify)	\$
Other Expenses (please specify)	\$
Total	\$
Season-ending Balance	\$

Comments:

Submitted by:

Name	Signature	Position with League	Date
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DPR Review by:

Name	Position	Date
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