

Summer 2021 Tri-Annual COVID-19 MODIFIED Application Process

Dates, times, and facility allocations, when granted, may be drastically different than requested due to limited facility availability resulting from these unprecedented pandemic times.

*****PLEASE NOTE, ALL PERMITS WILL BE SUBJECT TO CANCELLATION BY THE DEPARTMENT SHOULD THERE BE A RISE IN COVID-19 CASES IN ACCORDANCE WITH CURRENT PUBLIC HEALTH EMERGENCY RULES.*****

Due to the COVID 19 pandemic, there are additional items required for your Tri-Annual application. Please use the list below. **Only complete applications will be accepted. Applications should be submitted to DPRpermits@mauicounty.gov or via appointment by calling (808) 270-7389.**

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
2. ***NEW*** Regulations and Indemnification Agreement, executed (due with application).
Requires notarization if not signed in front of a permit clerk with valid state identification.
3. ***NEW*** Signed Return to Facility Use Guidelines.
Requirements indicated on this form must be submitted at the time required and include:
 - a. A master program participant list.
 - b. A daily program attendance sheet required for everyone attending the program.
4. ***NEW*** If your activity has not been historically in season from April 16 – July 31 please provide documentation from the sanctioning body to support your request for out of season play.
5. League expense report form (**for ALL leagues**)

Leagues Only - must submit a supplemental, comprehensive Return to Play Plan - modified activity in **bullet point, outline, or list format**, indicating how you will meet the national, state, and county requirements in place for public health and safety in order to conduct your activity. **This document will be required prior to any permit issuance. Please start on this document as soon as possible.**

GENERAL INFORMATION

Facilities

- At this time, the War Memorial football and baseball stadiums remain closed.
- Gymnasiums also remain closed.
- We are accepting applications for fields, pools, and outdoor tennis courts.
- The Department does not issue permits for outdoor basketball courts at this time.

Permitting Hours

- Tennis courts are available for permitting from 7:00 am - 8:00pm.
- Pools are available for permitting from 7:00 am - 8:00 am & 5:00 pm - 7:00 pm.
- All other facilities are available for permitting 7:00 am - 7:00pm.

We are unable to accept applications requesting times outside of the current permitting hours.

Schedules should allow for transition time from group to group on days with multiple games at the same facility. There should be time for a group to vacate, sanitize the facility/equipment, and a new group to arrive.



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.



Parks & Recreation Return to Facility Use Guidelines OUTDOOR RECREATIONAL USE

Aloha! Below you will find our Department of Parks & Recreation (DPR) Return to Facility Use Guidelines. These guidelines have been compiled from information available through the U.S. Centers for Disease Control (CDC) and the County of Maui Mayor's Public Health Emergency Rules. These guidelines are in place for the health, safety and well-being of everyone in our community and must be followed by any person participating in or attending a DPR permitted event. These have been established as a baseline for protection. If your organization or entity has also developed health and safety guidelines, for the purpose of County DPR permits, the stricter of the two guidelines shall prevail. If you have any questions regarding any of these guidelines, please reach out to any of our DPR permit office staff and they will be more than happy to go over them with you.

NOTICE: The County of Maui Mayor's Public Health Emergency Rules may be amended over time. The most recently amended version of these Public Health Emergency Rules will always be the official document that will govern these guidelines.

GENERAL GUIDELINES FOR OUTDOOR ORGANIZED RECREATION PROGRAMMING PERMITS

Contact Tracing:

- A master program participant list will be required. This list must include the participant's first and last name, phone number, mailing address and email address. Parent/Guardian information may be used if program participant is a minor.
- A daily program attendance sheet will be required for everyone attending the program. The daily sheet will include the date & time of the program, facility, attendee's name, phone number and email address. Attendance sheets must be kept for a minimum of 30 days.

Participant Equipment:

- Any participant equipment should be spaced accordingly to prevent direct contact.
- Measures should be enacted to avoid or minimize equipment sharing.
- When it is necessary to share equipment, all surfaces of each piece of shared equipment must be cleaned first and then disinfected with an approved disinfectant against COVID-19 and allowed sufficient time to dry before used by a new participant.

- Participant’s equipment should be cleaned and disinfected after each program.
- Individuals disinfecting equipment are encouraged to use gloves while using disinfectants and follow the manufacturer’s directions for use.
- Participants must not share towels, clothing or other items that they may use to wipe their face or hands.

After Program has Ended:

- Wipe down high touch surfaces with sanitized hand wipes.
- Remove all belongings.
- When multiple programs or groups are scheduled on the same day, adequate time must be provided for league officials to clean and sanitize the facility prior to the next program or group of participants arriving at the facility.

Water / Hydrating Drinks:

- Participants should bring their own personal drinks.
- There will be no water coolers to share.

All Public Health Emergency Rules currently in effect at the time of play must be adhered to. In addition, participants shall follow applicable guidance from the CDC which can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>. Please refer to these resources for anything not addressed specifically in the above guidelines.

Failure to adhere to these guidelines will result in the revocation of your facility use permit. By signing below I acknowledge I have read and understand the above **DPR Return to Facility Use Guidelines for Outdoor Recreational Use.**

Permit Applicant	Signature	Date
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<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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