

KALAMAULA HOMESTEADERS ASSOCIATION POLICIES AND PROCEDURES

Permit Policies & Procedures

Purpose

The purpose of the following permit policies and procedures is to ensure consistency in the issuance of permits and to ensure compliance of all rules and regulations regarding permits.

Policy & Procedure

These policies and procedures are to be followed when exclusive use of Kiowea Pavilion & Park facilities is required.

Permit Types

ACTIVITY TYPE:

- Any activity organized and conducted by the Hawaii State Department of Hawaiian Home Lands.
- Any activity open to the public and co-sponsored by the Kalamaula Homesteaders Association (KHA) and or Molokai Homestead Associations which does not generate revenue by charges or donations for admission to attend the activity or from other revenue-generating sources related to the activity such as; registration or participation fees, but excluding revenues generated from temporary refreshment or food concessions. Activity should not exceed more than a twelve hour period.
- Day Use only 7am-10pm (15 hours max) for gatherings, daytime parties.
- Any activity organized and sponsored by individuals, non-profit entity, ohana (families), homestead association, which does not generate revenue by charges or donations for admission to attend the activity. (Ex. Parties/camping)
- Any activity as listed with TYPE IV Activity and includes the added use of inflatable Water Slides whereby the occupation and use of the Water Slides will utilize water from Kiowea Park. All water slides must have liability insurance.
- A meeting or a gathering of no more than fifty persons that does not exceed more than a six hour period.

Requirements

- **Exclusive Use:**
The applicant must be a current paid member of Kalamaula Homesteaders Association (KHA) in order to reserve Kiowea Pavilion & Park.

- **Reservation:**
Reservation request for the exclusive use of Kiowea Pavilion & Park, it's facilities and grounds or any portion thereof may be made no more than (3) MONTHS in advance. Active members will only be allowed to rent the pavilion (4) times in a year. *Reservations will be taken on a first come first serve basis.*

- **Application:**
The applicant shall provide all custodial deposit according to the fee schedule at the time of application. Proof of insurance is required if applicable with Activity TYPE V. No application will be processed until deposit is received. Deposits must be paid within (72 HOURS) after reservations are made to secure date & facility. *Failure to comply will terminate your reservation immediately.*

- **Rental Agreement:**
Permits will be issued to the applicant or sponsored applicant when all stated conditions and requirement have been fulfilled and approved by KHA's representative.

- **Cancellations:**
Applicant must inform a KHA representative by confirmed phone call, written notice or in-person of cancellation two weeks prior to reservation date. Failure to notify a KHA representative within the time set forth herein; there shall be a fee of one-half of the deposit that will be forfeited to KHA.

- **Refund of Deposit:**
The applicant must comply with cleaning requirements of Kiowea Pavilion & Park facilities and grounds as shown on the Rental Agreement permit. Deposit refund may take one to two weeks and will be mailed to the applicant in his/her name only.

THE ENTIRE DEPOSIT SHALL BE RETAINED WHEN:

- **The cleaning is unacceptable**
- **Function runs past curfew or time indicated on permit**
- **Damage to the facility or grounds and/or infrastructure**
- **Non-compliance of facility guidelines**

- **The applicant will be billed for charges incurred by KHA to clean the facility or repair the damages cause by the applicant use.**
- **In the event the key is not returned to the KHA representative within twenty-four hours after termination a \$50 charge will be retained.**
- **Compliance with SOH Department of Health (DOH) Requirement**
All applicants must comply with the State DOH rules regarding the preparation and serving of food in Kiowea Park and its facilities if refreshments and food concessions are part of the application. DOH Food Permit required for Refreshment & Food Concessions.

Special Events Checklist

Any type of activity that is classified, as a Special Event may be required to provide the following requirements for their event where applicable:

- Written Letter of Request addressed to KHA. Letter should include the facility and dates requested as well as a description of the event.
- Appropriate Facility Fees and Deposits.
- General Liability Insurance Coverage. Insurance in the amount of \$1,000,000 shall be required for all Special Event Activities.
- Insurance Certificates will list KHA as additional insured; List Kiowea Pavilion & Park and its facilities; dates of event; type of event.
- Additional portable toilets will be required when an event’s capacity is expected to exceed the capacity of existing toilet facilities. Accessible toilet percentage required and mandated by law.
- Litter Control Plan. Applicant will provide a detailed plan as to how they will keep the park/facility litter free throughout the activity and complete clean up after the event has concluded.
- In all cases, the facilities and ground should return in the same condition as it was received.

KIOWEA PAVILION & PARK FACILITIES DEPOSIT & FEE CHART

TYPE OF ACTIVITY		Custodial Deposit	Rental Fee
TYPE I	Department of Hawaiian Home Lands of KHA	No Charge	N/C
TYPE II	Homestead Associations	\$50.00 deposit No more than 12 hr. use	N/C

TYPE III	Day Use only 7am-10pm	\$200.00	\$75.00+ \$25.00 (one-time cleaning fee)
TYPE IV	Parties/Camping	\$200.00	\$100.00(per 24hr rental) \$25.00)one time cleaning fee)
TYPE V	Special Event utilizing extra water and/or electricity (i.e. inflatable)	\$200.00	\$100.00 (per 24hr rental) +additional \$100.00 per day per inflatable+ \$25.00 (one time cleaning fee)
TYPE VI	Meeting only	No Charge No more than 6 hr. use	\$25+\$10 Cleaning Fee