



**DEPARTMENT OF PARKS AND RECREATION
PARKS PERMIT SECTION
ATHLETIC FIELDS
APPLICATION
INSTRUCTIONS
(SPORTS LEAGUES)**

PROCEDURES

1. Applicants are required to complete all sections of this application. All proposed activities and events are subject to the approval of the County of Kauai – Department of Parks & Recreation (DOPR). DOPR will not consider the application if it is incomplete. If you have questions please email league@kauai.gov
2. Applications may be found online at the DOPR website (www.kauai.gov). Submittal of the Athletic Fields Request Form should be emailed to league@kauai.gov.
3. Submittal of an Application does not grant a permit or confirmation to conduct the event. All applications are subject to review and are to be submitted at least 30 days prior to event date unless otherwise authorized under the DOPR policies.
4. All completed applications submitted before the close of business Monday will be reviewed by the Permit Review Committee that Wednesday.
5. All applications will be required to ensure the event is accessible to people with disabilities. In this case, the applicant agrees that reasonable modifications to conduct the event shall be provided at the expense of the applicant. When such is required, the applicant shall consult with DOPR staff regarding resources to provide the modification necessary. These include but are not limited to changes in rules and policies, providing extra staff and volunteers, providing auxiliary aids and services such as sign language interpreters, assistive listening systems, large print brochures/maps, removing architectural barriers at elements provided by the applicant and other related activities. The applicant may not impose a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility.
6. Upon receiving the completed application, the DOPR will contact the applicant by email to confirm the receipt of the application. The application will then be reviewed by DOPR staff. DOPR reserves the right to require additional information/documentation regarding the applicant.

7. Applicants are required to submit a proof of insurance in the amount of \$1,000,000 for general liability coverage with the COUNTY OF KAUAI as an additional insured for all events and date(s) occurring on DOPR property. Applicants assume all responsibility for and hereby agree to indemnify and hold harmless the DOPR against any losses, damages, liabilities, action suits, proceedings, costs or expenses that the DOPR may incur or sustain or for which it may become liable (including, but not limited to, personal and bodily injury to, or death of, persons or damage to property) resulting or arising from the permitted event. The obligation to indemnify and hold harmless the DOPR will survive the termination or expiration of the Permit. This certification is not required at the initial time of application, as it takes time to proceed. The applicant must submit the certification 30 business days prior to the date of the event. An Athletic Facility permit will not be issued if the Certificate of Insurance has not been received.

RENTAL GUIDELINES

- ❖ Failure to adhere to the following rules and regulations may result in a fine and/or denial of the current or future permit requests.

CANCELLATION

- ❖ All cancellations must be submitted in writing to the DOPR

INCLEMENT WEATHER

- ❖ DOPR reserves the right to cancel or relocate an event due to poor weather or adverse property conditions to protect the grounds or facility.

AMENITIES

- ❖ DOPR does NOT provide storage or any amenities such as portable toilets, sound systems, stages, tables, chairs, tents, canopies, fencing, barricades, or other equipment.

NO PROPERTY RIGHTS

- ❖ Unless expressly provided for in the permit, the Athletic Facility Permit does not grant the permit holder with any property rights to park property including but not limited to possessory rights, and the right to restrict access and use of any member of the general public on park property

VEHICLES

- ❖ Unless expressly provided in a permit, all motorized vehicles are prohibited on park property except on park roads and parkways designated for public transportation. This prohibition shall not apply to the use of motorized wheelchairs and scooters by handicapped individuals.

PORTABLE TOILETS

- ❖ Additional portable toilets may be brought in with permission from DOPR at the permittee's expense.

- ❖ Additional portable toilets may be a required condition of the permit if DOPR believes it necessary for health and safety of attendees at the permittee's expense.

SPORTS FIELD LIGHTING

- ❖ Sports field lighting may only be available 6:00 pm to 10:00 pm if requested.
- ❖ Sports field lighting is not available September 15 – December 15 due to 'shearwater fledgling' season.

FOOD BOOTH

- ❖ Food booths will only be made available if requested.
- ❖ Food booths will only be made available to the league holding the event.

CLOSURE

- ❖ At times, conditions may warrant that a field be deemed unavailable for play. The decision to close a field may be made by DOPR.
- ❖ DOPR Director or their designee has the right to cancel any permitted dates at any time due to unplayable field conditions.
- ❖ DOPR will attempt to reschedule a cancelled date if possible.
- ❖ Field use privileges may be revoked at any time by the DOPR Director or their designee if a group or members of a group do not comply with the Facility Regulations.
- ❖ Use of the facility is strictly for the sport it is intended and permitted for.