

# Kamehameha Schools Maui

## Facility Use & Service Request Information

❖ **Facility Use Request (FUR):** for requesting the use of campus facilities.

### Who to Contact for Facility Use

Facility	Contact	When to contact	FUR Required?
<b>Learning Centers</b>  <b>Main office conference rooms</b>  <b>Ho'okipa room (HS DH)</b>  <b>Pauahilani room Q-36</b>	<b>Librarians/Library Assistants</b>  <b>ES, MS, HS, HM</b> <b>Administrative Coordinators</b>  <b>HS Administrative Assistant</b>  <b>HS Administrative Assistant</b>	<b>During school year, for use during regular business hours only (M-F, 7:30-4:15 pm), for internal (KS) use.</b>	<b>NO*</b>
<b>All Facilities</b>	<b>Operations Office</b>	<b>All other times not listed above, for non-routine KS activities &amp; events (concerts, assemblies, etc.), for non-KS (external) use</b>	<b>Yes</b>

\*Requestor must inform security of any guests/visitors to campus.

### When to Use a Facilities Use Form (FUR)

A Facility Use Request is NOT required:

- For regularly scheduled classes during the school day.
- See facilities on chart above under “FUR Required? NO”.

A Facility Use Request IS required:

- All routine facility use activities during school hours that require services associated with campus facility use, e.g., work requests and food service requests.
- For non-routine facility use activities during school hours, e.g., assemblies, concerts, conferences, dances, etc.
- Any activity outside the regular school day including weekdays after 4:15pm, weekends and Holidays (if permitted).
- All Overnight Stay Requests
- All External Group Requests

**Facilities Use Request (FUR) forms are available from each campus Main Office or from the Operations Office.**

- Route requests as follows (keep a photo copy of completed form for reference):
  1. To the requestor's *Department Head* for approval and signature.
  2. To the *Principal or Administrative Department Head* of the facility and/or facilities requested, for approval and signature.
  3. If requesting to use Keopuolani Hale, send to the Head of School's (HOS) office for the approval and signature of the *Headmaster*.
  4. To the Operations Office.
    - The Operations Office will determine the availability of the requested facility.
    - If approved, the request will be processed and a confirmed copy of the approved FUR is sent to the requestor.
  
- ❖ **Work Request (WR):** for requesting support services such as AC, set-up, tech. support, repair/maintenance, security, and other services.
  
- ❖ **Food Service Request (FSR):** for requesting food, paper products, and services from the dining hall.
  
- ❖ **Vehicle Request (VR):** for requesting the use of mini buses, company vehicles or utility carts for business use.
  - A limited number of company vehicles are available for business use. You will be asked to show proof that you possess a valid driver's license prior to using a company vehicle.
  - Please review the vehicle policy, located online, to review the roles, responsibilities and other important information about using company vehicles. When using company vehicles and carts, you will be required to complete a pre and post trip inspection. Please let us know ASAP if any of the vehicles or carts sustain damage or require repairs or if you need assistance with inspecting the vehicles or carts.
  - Staff should transport student(s) in KS vehicles or approved rental vehicles, and not their personal vehicles unless there is an emergency. An approved exemption form is required whenever a vehicle other than a school bus is used to transport students (includes KS vehicles, rental vehicles, motor coaches, etc.). Whenever exemption forms are used, please make sure that the appropriate permission form is signed by the parents/guardians also. Please contact your department Administrative Coordinator if you need an exemption form.

**\*\*KS requires that all drivers transporting students for school-related events & activities, regardless of the type of vehicle being driven, complete the bus driver certification/training program\*\***

### **Transportation of Students in Vehicles other than a School Bus**

For programs that offer K-12 bus transportation as a service to and from school, KS shall strive to use Type I or Type II school buses to transport students to and from school functions or school-related activities.

Requests for exemption(s) will be considered only after staff has attempted to provide school buses and such attempt has been impracticable. An exemption may be granted by the Principals or designated school administrator only if the request meets at least one of the

three criteria listed in the procedures for the Transportations of Students in Vehicles other than a School Bus in the Transportation Services Policy.

Please contact the Operations Services Coordinator to request an exemption if your requests meets the criteria listed above. A copy of the approved exemption form must be kept in the possession of the person(s) assigned to drive students in a vehicle other than a school bus while transporting students for the designated activity.

### **Guidelines for safe transportation**

1. Transportation of students in non-school buses shall be limited to school-related functions and activities only with an approved exemption.
2. Staff should transport students in KS vehicles or approved rental vehicles, and not their personal vehicles unless there is an emergency.
3. Vehicles shall be driven only by authorized staff members or approved volunteers.
  - Student drivers are not authorized to transport other students as part of a KS sponsored activity.
4. All drivers shall receive training and certification approved by the Department of Transportation (DOT) when operating any vehicle to transport students.

### **Reminders:**

- Please submit your request to the Operations office at least 14 days prior to the date of your event or service date. For large events, more advanced notice would be helpful in helping our staff coordinate how they will meet your needs and make any adjustments to their staff's work schedules, if needed.
- We also request that for large events (Founder's Day, Aha Mele, Ho'olaule'a, etc.) there be one main contact person that we can work directly with to avoid any miscommunication or misunderstanding.
- Please provide any necessary information on your request form, especially if it's for set-up (include a layout or floor plan, if available). If you just need a cost estimate for a certain service, then please indicate on your request form "estimate only."
- External Groups interested in using campus facilities, please refer to the Operations office for direct assistance and guidance with the process for coordinating a facility use request. Questions about the requests process or to check on the status of your request, contact the Operations department at ext. 23245.

**All forms (except the Facility Use Request) are available at:  
public(\\mauifsI)(G:)\REQUESTS\FORMS**