

RULES AND REGULATIONS OF THE
DEPARTMENT OF PARKS AND RECREATION
OF THE COUNTY OF HAWAI'I

RULE 12
RULES RELATING TO
THE FRIENDS OF THE PARK PROGRAM

EFFECTIVE DATE: February 9, 2014

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RULES AND REGULATIONS OF THE
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OF THE COUNTY OF HAWAI'I

RULE 12 - RULES RELATING TO THE "FRIENDS OF THE PARK" PROGRAM

Section 1 Organization and Purpose

- A. The program was established by the Department of Parks and Recreation, County of Hawai'i for the purposes of:
 - 1. Making improvements and beautifying public parks and facilities.
 - 2. Combatting vandalism, litter and other illegal activities in park facilities.
 - 3. Assisting the maintenance staff in restoring deteriorated areas and providing volunteer manpower to help "stretch" tax dollars.
 - 4. Assisting in the enforcement of park/facility rules and regulations.
- B. The program will also assist the Department by serving as a vehicle whereby citizens can provide input toward the creative development of their public park areas and facilities.

Section 2 Rules and Regulatons

- A. The program will be initiated under the rules which include, but are not limited to the following:
 - 1. The program is open to all community groups and organizations; groups whose members are under the legal age of eighteen (18) are required to have adult supervision.
 - 2. Groups must register by completing agreement forms with the Department. Approval of the Director is required for official recognition and acceptance. (Exhibit A)
 - 3. Registered groups will indemnify, defend and hold the County of Hawai'i harmless from and against any claim or demand for loss, liability or damage, including claims for property damage, and

personal injury arising out of any accident on the premises. All groups are encouraged to obtain their own insurance coverage. (Group members shall be subject to Rule 11, Rules Relating to the Department of Parks and Recreation Volunteer Programs.)

4. Any individual suffering injury relative to the program/project is required to complete an incident report form and submit it to the Department within three (3) days of the accident. (Exhibit B)
 5. More than one (1) group may choose to be assigned to a facility or park.
 6. Department liaisons for each of the island districts will be designated by the Director, including parks maintenance supervisors and recreation district supervisors. The role of the liaison will be to help interpret the conditions of the agreement, resolve policy questions, expedite decisions, and inspect and monitor the work performed.
 7. Any group seeking projects requiring building, electrical, plumbing or fire permits must first obtain the written approval of the Director.
 8. Groups may sponsor fund-raising events for the purpose of purchasing equipment and materials for their designated project. Fundraisers must have written approval of the Director.
 9. The Department will monitor the progress of all groups and maintain close and frequent communication.
 10. The installation or placement of signs of any kind within the facility must have prior written consent from the Director.
 11. Groups are responsible for ensuring their use and activities comply with the current Americans with Disabilities Act.
- B. All members of the public shall be entitled to the equal benefit and enjoyment of the park facilities. The volunteer groups shall not favor or discriminate against any person or group of persons on the basis of race, religion, color, sex, age, disability or national origin regarding such use or access.
- C. The Department's director shall have the right to terminate an agreement with any group that abandons its responsibilities, abuses privileges or performs unsatisfactorily. All materials purchased by and equipment

loaned by the Department shall be immediately returned to the Department in the event of cancellation. Any improvements, whether completed or not, shall become the property of the Department.

Section 3 Severability Clause

If any provision of these rules, or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the rules which can be given effect without the invalid provision or application, and to this end, the provisions of these rules are declared to be severable.

FRIEND OF THE PARK AGREEMENT
DEPARTMENT OF PARKS & RECREATION
COUNTY OF HAWAII

EXHIBIT A

WE, _____ Incorporated: Yes ___ No ___
ADDRESS _____ Non-Profit Org.: Yes ___ No ___
_____ Telephone _____
wish to be recognized as the Friends of: Check one: ___Cell ___Home ___Work
Park/Facility Name: _____
Tax Map Key: _____ Address: _____

We wish to volunteer our services to help establish a maintenance standard of excellence for this public park/facility.

Friend of the Park Organization's /Individual's contact info: Name: _____
Address: _____
Email: _____
Cell _____ Res: _____ Bus: _____

Department of Parks and Recreation's Coordinator: Name: _____
Address: _____
Email: _____
Cell: _____ Bus: _____

In the event of an emergency situation during non-working hours, the Department of Parks & Recreation Contact is:

Parks and Recreation's EMERGENCY CONTACT:	Name: _____
	Email: _____
	Cell: _____ Bus: _____

We agree to the terms and conditions set forth in the FRIENDS OF THE PARK Program.

Organization Representative: _____
[signature] [print name]

Application accepted by: _____ Date: _____
Director of Parks and Recreation

DISTRIBUTION: ___EAD ___HMGC ___HO'OLULU ___PARKS ___PLANNING ___REC ___ZOO

EXHIBIT B

**FRIENDS OF THE PARK
ACCIDENT REPORT FORM**

1. Name of the Injured _____

2. Address of Injured _____

3. Phone Number _____

4. Accident Date _____ Time _____

5. Location of Accident _____

6. Nature of Injury (Please describe): _____

7. Immediate action taken (Please check):

() First Aid given by _____

() Sent to Doctor _____

() Sent to Hospital

() Reported to Department

8. Preventive Measures Recommended: _____

9. Report submitted by: _____

Please print name

Signature

Address

Telephone Number

This **Friends of the Park Agreement** for _____, in accordance with the organization and purpose set forth in Rule 12, is established to: (check all that apply)

- Make improvements to and beautify this public park(s)/facility(ies); and/or
- Combat vandalism, litter and other illegal activities at this public park(s)/facility(ies); and/or
- Assist in restoring deteriorated areas **AND** provide volunteer manpower to “stretch” tax dollars; and/or
- Assist in the enforcement of park/facility rules and regulations.

Provide a detailed description of each proposed action:	Date(s) or frequency of work/activity	Corresponding support requested of the County
1. _____ _____ _____		_____ _____ _____
2. _____ _____ _____		_____ _____ _____
3. _____ _____ _____		_____ _____ _____
4. _____ _____ _____		_____ _____ _____
5. _____ _____ _____		_____ _____ _____
6. _____ _____ _____		_____ _____ _____

Our group anticipates that we (check one) **WILL** / **WILL NOT** fundraise in support of the efforts of this FOPA.
 [All fundraising efforts associated with this FOPA shall be approved by the Director per Rule 12.]

This group, and the persons or entities associated in any way with the efforts thereof shall indemnify, defend and hold the County of Hawai'i harmless from and against any claim or demand for loss, liability or damage, including claims for property damage, and personal injury arising out of any accident on the premises.

This group, and the persons or entities associated therewith, shall familiarize themselves with Rule 12 – Rules Relating to the “Friends of the Park” Program prior to undertaking any efforts for which this agreement as been established.

CERTIFICATION

I, Clayton S. Honma, Director of the Department of Parks and Recreation of the County of Hawai'i, State of Hawai'i, do hereby certify:

1. That the foregoing is a full, true and correct copy of the amendments to the Rules and Regulations of the Department of Parks and Recreation on matters relating to the Friends of the Park Program which were adopted on December 31, 2013, after public hearings were held in Hilo and Kona on December 13, 2013.
2. That notice of the public hearings on the foregoing rule, which included a statement of the substance of the proposed rule, was published in both the Hawai'i Tribune-Herald and the West Hawai'i Today on November 10, 2013.

Dated this 3rd day of January 2014.



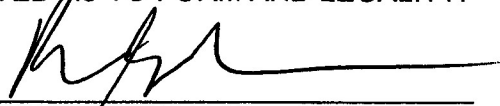
CLAYTON S. HONMA, Director
Department of Parks and Recreation
County of Hawai'i

APPROVED:



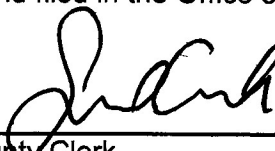
WILLIAM P. KENOI
Mayor
County of Hawai'i

APPROVED AS TO FORM AND LEGALITY:



Deputy Corporation Counsel
County of Hawai'i

I hereby certify that the foregoing rules were received and filed in the Office of the County Clerk this 30th day of January 2014.



County Clerk
County of Hawai'i