




STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

March 6, 2020

TO: Deputy Superintendent  
Complex Area Superintendents  
Principals (All)  
Vice Principals  
School Administrative Service Assistants

FROM: Randall M. Tanaka   
Assistant Superintendent

SUBJECT: **City and County Use of Facilities, School Year 2020 – 2021 and Summer 2021  
Requests to Indemnify County for Department of Education Sponsored  
Activities**

All Department of Education (DOE) schools and offices that wish to use County facilities for DOE sponsored activities must create requests through the City and County (C&C) Use of Facilities Lotus Notes application. This application is a resource to assist DOE schools and offices in meeting County indemnity requirements when applying for use of county facilities for DOE sponsored activities. **Please be advised that this procedure is not a facility reservation database.**

Requesting use of County facilities consists of two steps (see attachment):

- I. The administrator or designee creates requests for indemnification for use of county facilities through the C&C Use of County Facilities Lotus Notes application. All requests will be reviewed and either approved or disapproved by the Complex Area Superintendent (CAS) and the Superintendent or Deputy Superintendent. On occasion, additional review by the offices of the Attorney General, Comptroller, and Governor will be required.

Authorized requesters such as principals or their designees may gain access to the request application in Lotus Notes > [C&C Use of Facilities](#).

- II. The administrator or designee must also inquire with the proper County office to schedule and apply for permits to use the facilities. Please contact the associated County office directly.

Recess 08/03/2020 - 05/28/2021, it will carry over throughout the year based upon each County's guidelines. Each list of approved DOE activities is an addition to the current SY's list.

**Please note:**

- SY 2020 - 2021 and Summer 2021 activities must begin no earlier than July 29, 2020 and end by July 27, 2021.
- Promptly report changes in CAS, CAS Secretaries, Principals, Vice Principals, and School Administrative Services Assistants within the C&C request application to ensure proper request access within the database application.
- You may submit general questions within the C&C request application.
- List of approved activities will be posted within the C&C request application in the Supt Approved link.
- **Activities that do not meet deadlines may be declined by the CAS or Superintendent's offices due to the lack of time for all participating offices to review.** If an indemnification for an activity was not requested on time due to unforeseen circumstances, please have the administrator contact Lisa A. Takata at (808) 784-5025 or via email at [lisa.a.takata@k12.hi.us](mailto:lisa.a.takata@k12.hi.us). The final decision will be determined by the Superintendent or Deputy Superintendent's office.
- Unique first-time requests for new school purposes or functions may require an additional twelve (12) weeks for review by the offices of the Superintendent, Attorney General, Comptroller, and the Governor.

**SY 2010 - 2021 & Summer 2021 Schedule**

**The C&C Database will begin accepting** submissions for activities that begin on July 29, 2020 and end by July 27, 2021. Please see below for relevant activity dates and corresponding submission dates.

**Round 1: Requests for activities beginning July 29, 2020 through July 27, 2021**

(October 1, 2020 – July 27, 2021 for new school functions requiring Governor's approval)

- **April 1, 2020 to May 31, 2020** – Database open for Round 1 submissions.
- **June 10, 2020** – CAS approvals due.
- **June 15, 2020** – Superintendent/Deputy Superintendent's approval period (Indemnity provision and list of approved DOE activities mailed to County Corporation Counsels); Governor's approval period if applicable.

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**Round 2: Requests for activities beginning December 1, 2020 through July 27, 2021**

(January 1, 2021 – July 27, 2021 for new school functions requiring Governor’s approval)

- **June 1, 2020 to September 30, 2020** – Database open for Round 2 submissions.
- **October 10, 2020** – CAS approvals due.
- **October 15, 2020** – Superintendent/Deputy Superintendent’s approval period (Indemnity provision and list of approved DOE activities mailed to County Corporation Counsels); Governor’s approval period if applicable.

**Round 3: Requests for activities beginning March 1, 2021 through July 27, 2021**

(April 1, 2021 – July 27, 2021 for new school functions requiring Governor’s approval)

- **October 1, 2020 to December 31, 2020** – Database open for Round 3 submissions.
- **January 10, 2021** – CAS approvals due.
- **January 15, 2021** – Superintendent/Deputy Superintendent’s approval period (Indemnity provision and list of approved DOE activities mailed to County Corporation Counsels); Governor’s approval period if applicable.

**Round 4: Requests for activities beginning June 1, 2021 through July 27, 2021**

(Requests for new school functions requiring the governor’s approval will not be accepted in round four)

- **January 1, 2021 to March 31, 2021** – Database open for Round 4 submissions.
- **April 10, 2021** – CAS approvals due.
- **April 15, 2021** – Superintendent/Deputy Superintendent’s approval period (Indemnity provision and list of approved DOE activities mailed to County Corporation Counsels); Governor’s approval period if applicable.

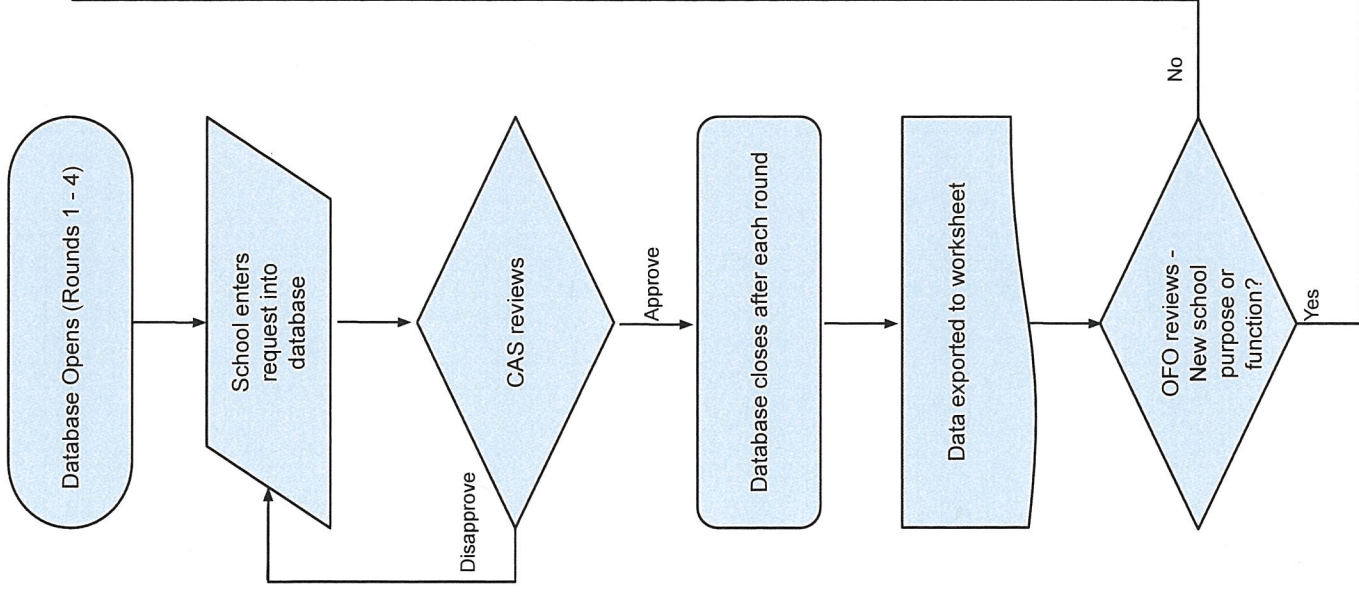
Should you have any questions, please contact Lisa A. Takata, Work Program Specialist of the Facilities Development Branch, at (808) 784-5025 or via email at [lisa.a.takata@k12.hi.us](mailto:lisa.a.takata@k12.hi.us).

RMT:lat  
Attachment

c: Superintendent  
Safety, Security and Emergency Preparedness Branch  
Facilities Development Branch

# Use of County Facilities Workflow Approval Process

## Step One



## ATTACHMENT

