

SPECIAL USE PERMIT

Department of Accounting & General Services

NOTE: Expressive activities (see Instructions for Application for Special Use Permit for definition) do not require a special use permit unless the applicant is seeking to reserve a specific location or intends to set up equipment or temporary structures other than one table (maximum size of 5 ft. x 2 ft. or 10 sq. ft.) which is allowed solely for distribution of literature related to the expressive activity, provided that such table does not block access or create a safety hazard to employees and/or visitors to the site.

1. Location or Building: _____

2. Date Requested: _____ Time: _____ to _____

3. Group Requesting Permit: _____

4. Name of Responsible Person: _____

a. Title: _____

b. Address: _____

c. Telephone/Cell No: _____

d. Fax No: _____ Email Address: _____

5. Kind of Activity Planned (attach additional sheets, if necessary):

6. Support Equipment Provided by Permittee (sound systems, signs, tables, etc.):

7. Area to be Used: _____

8. Approximate Number of People Participating: _____

Special Use Permit Provisions

1. PERMITTEE and/or participants shall not bar the public from any activity approved by this permit.
2. PERMITTEE shall not state, imply, or otherwise suggest that any activity approved under this SPECIAL USE PERMIT is sanctioned or endorsed by the State of Hawaii.
3. PERMITTEE shall provide all necessary support equipment and personnel related to the activity approved under this SPECIAL USE PERMIT.
4. Commercial solicitation, including the sale of goods and services, is prohibited.
5. PERMITTEE assures the State of Hawaii that all activities shall be in full compliance with all State, local and federal laws, rules, and regulations.
6. PERMITTEE and/or participants shall not attach signs or posters to any part of the building without written authorization of the Department.
7. PERMITTEE and/or participants shall not prepare food and other refreshments in any facility under the jurisdiction of the Department. Open fires of any kind are prohibited.
8. PERMITTEE and/or participants shall not engage in any actions or conduct which destroy or damage any facility, including but not limited to, improperly disposing of rubbish, causing filth, creating hazards to persons, throwing articles, climbing the facility, writing graffiti, and removing property of the State of Hawaii.
9. PERMITTEE and/or participants shall comply with all official signs and during emergencies, comply with all instructions of authorized personnel.
10. PERMITTEE and/or participants shall not engage in any conduct which impedes or disturbs employees of the State of Hawaii in the performance of their duties, or the general public, from obtaining the public services available in or on the facility. Such prohibited conduct includes, but shall not be limited to, creation of loud or unusual noises, and obstruction of pedestrians or vehicles, entrances, foyers, corridors, offices, elevators, or stairways, and verbal or physical harassment of employees or visitors of the facility. Any activity which presents a clear and present danger to the public health and safety is prohibited.

NOTE: During Legislative session (January through May) at the State Capitol, sound systems, music or any other activity considered disruptive to the conduct of the business of the Legislature whenever the Legislature is in session in either or both chambers (9:00 am to 1:00 pm) shall not be allowed.

11. PERMITTEE and/or participants shall not use, possess, or sell any alcohol or illegal drugs. Any person who is under the influence of alcohol or drugs to such a degree that the person presents a danger to himself or to others is prohibited from entering or remaining in or on the facility.
12. PERMITTEE and/or participants shall not carry any firearms or other dangerous weapons or explosives, except as permitted by law.
13. PERMITTEE and/or participants shall not install any memorial, monument or other commemorative piece.
14. PERMITTEE and/or participants shall not install any temporary structure, shelter or sleeping accommodation, without prior authorization from the Department.
15. Insurance may be required for use of State facilities and grounds pursuant to applicable Comptroller's Memoranda on the DAGS website. Insurance requirement may be waived for a permittee conducting expressive activities (see Instructions for Application for Special Use Permit for definition) by submitting the Insurance Waiver Certification form.
16. PERMITTEE shall display a copy of this Permit in plain view during the activity at the permitted location.

The undersigned individual(s), group(s), and/or organization(s), his/her/its or their heirs, personal representatives and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawaii permitting and allowing the use of the designated rooms, buildings and/or facilities jointly or severally agree(s) to be responsible for all loss, damage, cost and expense, including all attorneys' fees, and all claims, suits, and demands therefore, arising out of or resulting from the acts or omissions of the undersigned in the use of the designated rooms, buildings and/or facilities.

PERMITTEE waives any cause of action against the State of Hawaii for any injuries or damages arising from the use of the State facility or grounds authorized by this Permit and releases the State of Hawaii from any liability arising from the same.

The undersigned individual(s), group(s) and/or organization(s) certify that the information provided in this Special Use Permit application is to the best of their knowledge true and correct, and that they have read and agree to the special provisions listed above.

Signed: _____
Signature of Responsible Person/Requestor

Print Name: _____

For Office Use Only:

Request Approved

Request Disapproved
(reason attached)

State Comptroller or
Authorized Representative

Date

cc: Lt. Governor
Senate Sergeant-at-Arms
House Sergeant-at-Arms
State Sheriff
Automotive Management Division
Central Services Division

Instructions for Application for Special Use Permit

Applications for Special Use Permits, and any accompanying documentation, should be received by the Department of Accounting and General Services (DAGS) Central Services Division at least ten (10) working days prior to the date of the planned event or activity to allow for adequate time for processing and approval. Anyone wanting to reserve a particular space on DAGS property or wanting to set up equipment or temporary structures on DAGS property must submit the Special Use Permit form.

1. **Complete the Special Use Permit form in its entirety. Type or print legibly.**
2. **Signature of Responsible Person required.**
3. **Send in the completed Special Use Permit form at least ten (10) business days prior to the requested date of the event by mail, facsimile, or email attachment.**

By mail to:

**State of Hawai'i
Central Services Division
729 Kakoi Street
Honolulu, HI 96819
Attn: Central Services Manager**

By facsimile to:

(808) 831-6750

By email to:

centralservices@hawaii.gov

4. **Keep a copy for your record.**
5. **Application will be approved/disapproved within three (3) working days of receipt.**
6. **For questions, contact the Central Services Manager at (808) 831-6733.**

Expressive Activities

Individuals or groups conducting Expressive Activities on DAGS property are not required to obtain a Special Use Permit unless such individuals/groups seek to reserve a particular space or to place equipment/structures on DAGS property. "Expressive Activities" is defined as "speech or conduct, the principal object of which is the expression, dissemination, or communication by verbal, visual, literary, or auditory means of political, religious, philosophical, or ideological opinions, views, or ideas." Expressive Activities individuals/groups may use one table (maximum size of 5 ft. x 2 ft. or 10 sq. ft.) without applying for a Special Use Permit, provided that the table is used solely for the distribution of literature related to the expressive activity and provided further that the table does not block access or create a safety hazard to employees and/or visitors to the site.

Expressive Activities individuals/groups choosing to submit this Special Use Permit application are not subject to the ten (10) business day advance-notice requirement. However, DAGS reserves the right to disapprove the permit application if a prior application for the same time and place was made and approved, and the activities authorized by that prior approved permit do not reasonably allow multiple occupancy of that particular location. DAGS may also disapprove the permit application if the applicant seeks to place structures or equipment on the site that would 1) impede State employees from performing their duties; 2) impede the general public from obtaining the public services available at that facility; 3) cause damage or injury to the facility; or 4) present a clear and present danger to the State employees and the general public at the facility. The insurance requirement for Expressive Activities applicants may be waived if the applicant submits the Insurance Waiver Certification form indicating that applicant has made reasonable, good-faith efforts to procure but is unable to secure such insurance. Public computers are available for use at Hawaii State Public Library System (HSPLS) locations. HSPLS computer use guidelines are noted on the following webpage: <https://www.librarieshawaii.org/how-do-i/use-the-library/computer-reservations/>

**Insurance Waiver Certification for Special Use Permit
Applicants Conducting Expressive Activities**

I hereby request a waiver of applicable insurance requirements for the Department of Accounting and General Services (DAGS) Special Use Permit. I certify that I and/or my organization have submitted the Special Use Permit with the intent to conduct expressive activities on DAGS property and that I and/or my organization made reasonable, good-faith efforts to procure the required insurance, but are unable to secure insurance coverage for the planned event.

I and/or my organization have obtained quotations from the following insurance companies in our attempt to secure liability coverage for the planned event (attach quotation for each company listed below).

NOTE: Public computers are available for use at Hawaii State Public Library System (HSPLS) locations. HSPLS computer use guidelines are noted on the following webpage: <https://www.librarieshawaii.org/how-do-i/use-the-library/computer-reservations/>

Date: _____

Group Requesting Permit: _____

Signed: _____
Signature of Responsible Person/Requestor