



Edith Kanaka'ole Foundation

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1500 Kalaniana'ole Street • Hilo, HI 96720 • Tel: (808) 961-5242 / Fax: (808) 961-4789

Site Usage Request Form

Requestor _____
Last Name First Name Middle Initial

School/Organization _____

Address _____

City, State, Zip _____

Phone Number _____ E-mail _____

Site to be visited: Nāpo'opo'o Kaupō Haleolono 'Īmakakāloa
 Pā Hoaka: Hale Kula Hale Kanaka'ole Hale Hō'ike Hale 'Ākau Hale Hema

Date(s): _____ Check-in Time: _____ Check-out time: _____

Planned activity: _____

Total number of people: _____ Age(s): _____

Who will be in charge of group? _____

Anyone attending the excursion (students, teachers, and chaperones) must complete the Acceptance of Conditions and Release of Indemnity Form. These forms must be completed and returned to the Edith Kanaka'ole Foundation (EKF) prior to the excursion. The Release form is a one-time form; once completed, it will last an entire school year and cover all sites under the stewardship EKF. Group leaders are responsible for their own safety and for other equipment, e.g., first aid kit, water cooler, etc. Submit the class list of participants with these forms and update as necessary.

Please submit the Site Usage Request Form to the Site Manager for approval.

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Reason _____
Authorizing Signature _____		Date _____
Assessed Fee: _____		

EKF Site Usage Fee Policy

Use of EKF sites is for cultural and educational purposes only.

A fee will be charged for site usage at all EKF sites to help offset maintenance costs. While we do not want to discourage site usage by assessing this fee, please understand that without your donation, we would not be able to share these special places with you.

For groups of 30 or fewer participants, \$40/hour will be assessed. If your group has more than 30 people, \$80/hour will be assessed.