



# Edith Kanaka'ole Foundation

1500 Kalaniana'ole Avenue • 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  Waikahekahe  Kamokuna  Kaupō  Hale o Lono  
 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 that will be attending the excursion (students, teachers, and chaperones) must complete the Acceptance of Conditions and Release of Indemnity Form. These forms must be filled out and returned to the Edith Kanaka'ole Foundation prior to the excursion. The Release form is a one-time form so once filled out it will last an entire school year, and covers all sites under the stewardship of the Edith Kanaka'ole Foundation. Group leaders are responsible for their own safety and other equipment; i.e.: First aid kit, water cooler, etc. Submit class list of participants with these forms and update as necessary.

**Please submit Site Usage Request form to Site Manager for approval.**

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

### EKF Site Usage Fee Policy

Use of the Edith Kanaka'ole Foundation sites are for cultural and educational purposes only.

A small 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 donations we would not be able to share these special places with you.

Nāpo'opo'o: A minimum charge of \$150.00 per day or \$10.00 per person, which ever is greater is required for day trips. Overnight trips will incur an additional \$200.00 per night or \$10.00 per person, which ever is greater. There is also a vehicle charge of \$150.00 per day.

All other sites: A minimum fee of \$60.00 or \$3.00 per person, which ever is greater, will be charged. If the EKF facilitator is needed for more than one hour than an additional fee will be assessed.