

Date of Application:

Kamehameha Schools Hawaii Facilities Use Request

#

Information about Event:

Group:

Event/Purpose: ** Please complete pages 2 and 3

Requestor/Submitter: * This person is responsible 1)for the group at all times, 2) that all insurance and indemnification papers are filled, and 3) for ensuring that all charges are paid. ** Sr. Legacy needs a Faculty member assigned. Email: Please provide 2 emails

Contact number: - one reachable during business hours

Facilities Requested: Building and Room #: Building and Room #:

Information about Date(s), times and attendance:

Day & Times:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Time (start & end)							
Est Attendance & Cars Rep Needed *500+ Attendance Medical							
Type (prep/Event)							

Services Requirements: Note the follow listed needs be done separate of this FUR submittal

Medical Representative:	Yes	No	Name of Medical Rep	Contact #
Security Services:	Open/Secure/Facility/Room		Open/Secure Restrooms	Other
Set-up Services:	Submit TMA/Work Request (KS Groups Only) at https://www.webtma.net/login.aspx			
AV Service	Submit AV Request Form (KS Group only)			
Food Service	Submit Food Service Request Form directly to Food Service			
Aquatics Activities	Call Facilities Manager to discuss requirements (KS groups only)			
Miscellaneous	Do you anticipate media coverage		Yes	No

Does anyone in the group require special accommodations? *If KS does not receive prior notice, the media will NOT be allowed on campus

Organizations are responsible for clean up unless prior arrangements have been made. Organizations will be billed for applicable services provided by KS.

Reviewed and Approved by: Signature must be obtained before a FUR is considered approved

Requestors/Submitter:	
Administrative Dept. Head of requestor (KS groups only)	
Parents & Alumni Relations Office (for Alumni & Patent Groups only)	
Principal or Administrative Dept. Head for Facility to be used:	
Administrative Dept. Head for Facility to be used (if applicable):	
Approved by Director of Operations:	

Submittal Instructions: All FUR's and amendment request will be emailed to KSHFUR@ksbe.edu only. All FUR's should be submitted not less than 14 days prior to event. Each FUR will have a 24 to 48 hour turn around time. It is the responsibility of the requestor/submitter to follow up on status on FUR. Requestor/submitter will be held responsible to notify KSHFUR@ksbe.edu of any changes or cancellations (via email) of an already approved/scheduled FUR. Please do not attach TMA Set up, FSR, Huaka'i packet or Aquatic packets to a FUR. Each attachment will be treated as an All submitted FUR should not be assumed approved until an official email is sent from KSHFUR to the requestor/submitter. All dates are subject to first come first service, no holds will be placed without the direction of the Director of Operations.

DO NOT WRITE BELOW THIS LINE

Rec'd	Sign of Principal/Admin.	Sign of Principal/Admin.
Sign of Dir of Operations:	Approval Email/Ops Not:	Completed by:
Routing Instructions For Non-KS Groups: Insurance and Indemnification Certificates MUST be submitted to the Director of Operations at least 14 calendar day before the event. Your Group will be notified of action of this request.		

Event Planning Check List

Steps to be done	Date Complete	Notes
I have planned an event with the approval of my Manager		
I have decided on a date and location		
I know that all events scheduled on campus needs a FUR		
Typed out FUR		
I have listed Est Attendance/car amount		
The listed contact Person is who will be responsible for the event and will be able to answer questions on set up/ break down?		
I am a Senior doing my project, listed under my contact is the name of my Advisor		
I have clearly listed which Facility I'm requesting		
Dates and times specificly notes set up(prepare) and events times?		
My event has 500 + Est attendance and I have my Med Rep listed on FUR		
I have signed and submitted my FUR to my Manager		
I have received my signed FUR from my manager		
Submitted FUR to kshfur@ksbe.edu 14 days prior to our desired event		
I understand that I have submitted my FUR under the 14 day requirement and there is a chance this FUR will not be approved		
I understand that even if I've checked and my event date is open it is not guaranteed until FUR has been received by Operations and signatures are received.		
Facility Manager approval received		
Operations Director 's approval received		
It's my responsibility to ensure I have received an email confirming approval on FUR		
My event is scheduled on the Outlook Calendar		

I am now able to publish event date		
I need to do my TMA request at least 14 days prior to my event		
Layout/set up set is decided and approved by my Manager		
Equipment needed for set up is authorized to be used by owner to requestor		
I will need tents, What size?		
I will need additional tables for my event?		
I need staging and I noted the size that I need		
I need more chairs, I need XX more chairs?		
I will be needing use of the Mic system		
How about AV projector?		
I have my time table for set up. I know what time I want the set up to take place, what time to break down. I know who will be picking up/returning and delivering items		
I got approval for my set up times and was it is noted on my TMA?		
On my TMA I have listed specific dates and times		
My TMA list my FUR number that is associated with this TMA		
My layout is attached (emailed to kshtma@ksbe.edu) to my TMA		
My TMA is submitted 14 days prior to event		
I know that it's my responsibility to check my emails to confirm that my FUR is approved and that my TMA is assigned with the proper HWC number		
I will be responsible to scheduled a walk through to discuss set up/break down		
It is my (requestor) responsibility to cancel my approved FUR and TMA should my event get cancelled		
I will be held responsible for any cost that is incurred due to my neglect to cancel		