



Site Visit Request Form

Name: _____

Organization: _____

Type of Organization:

Business Non-profit Government Agency Individual

Reason for Visit:

Cultural Education Volunteer Workday Other: _____

Tell us about your organization: _____

Contact Person: _____ **Phone:** _____ **Email:** _____

Request Date: _____ **Time:** _____

Alternate Date: _____ **Time:** _____

All participants or guardians must sign a liability waiver.

Number of Participants: _____ (Total)

Number of Opio (5th-12th grade): _____

Number of Makua (adults): _____

Number of Kupuna (elders): _____

Important: Your safety is our top priority. Please be aware there are portions of the Park that encompass rough terrain and may not be accessible to all visitors. If you have any questions please contact us.

Mahalo for your request. The Kalaeloa Heritage and Legacy Foundation (KHLF) looks forward to partnering with you. KHLF will try to accommodate your site visit request. Site visit requests are taken on a first-come, first-serve basis and based on our volunteer staffing availability. Please email this form to info@khlfoundation.org or mail to Kalaeloa Heritage and Legacy Foundation, P.O. Box 75447, Kapolei Hawaii 96707.



Kalaeloa Heritage Park Rules

Important: Your safety is our top priority. Please be aware there are portions of the Park that encompass rough terrain and may not be accessible to all visitors. If you have any questions please contact us.

Safety Rules

1. No smoking anywhere in the Kalaeloa Heritage Park. No smoking signs are posted.
2. No drinking of alcoholic beverages.
3. No parking in areas where no parking signs are posted.
4. No walking into brush.
5. Stay on mulched trail/areas only.
6. Covered shoes required.
7. First Aid Kit is available on site.

Additional Rules for Working Volunteers

8. Hard sole shoes and gloves required.
9. Weed whacking will be done by authorized volunteers only.
10. Workdays for youth groups limited to maintenance work. Maintenance is typically done on mulch trails and gathering place.

Restrooms - A portable toilet is available.

Items to Bring with You

1. Sun protection i.e. sunscreen, hat, glasses long pants, long sleeve shirt, etc.
2. Water (park has no drinking water)

Videotaping / Picture taking / Voice recording

1. No videotaping, picture taking, or voice recording are allowed without prior approval, including the use of cell phone cameras, social media posting, internet and all other related technologies.
2. Use of video, pictures, or voice recordings for personal gain or profit is not allowed.
3. Please send requests to info@khlfoundation.org for approval.



Photographing/Video Policy

Photography

It is Kalaeloa Heritage and Legacy Foundation (KHLF) policy that no photographing or videography be done at the Kalaeloa Heritage Park without prior approval. The request must be made at least 30 days prior to the date of site visit. The KHLF reserves the right to specify when a photography/videography project will take place in order to minimize disruption. Persons found bringing equipment into the Heritage Park for such purposes, or already in the act of filming, will be asked to leave. Please send requests to info@khlfoundation.org for approval.

Disruption/Privacy of Park Users

The privacy of park users must not be violated. Photographers/videographers must receive permission to photograph/video visitors and KHLF staff prior to capturing their image.

The KHLF reserves the right to utilize images that may have been captured for park purposes.

**Kalaeloa Heritage and Legacy Foundation
Site Visit and Release Agreement
Kalaeloa Heritage Park**

I, _____ (Participant), acknowledge that I have voluntarily applied to participate in a site tour, workday or other activities with _____ (Organization) at the Kalaeloa Heritage Park on _____ (Date).

(Description of activities if other than a site tour or workday)

I acknowledge that there is an inherent risk of personal injury during this visit at the Kalaeloa Heritage Park, and I agree that I am participating of my own volition. I recognize that I may encounter certain dangers, including, but not limited to walking on unimproved and uneven walk way and paths, extreme temperature. I am aware that not all areas are suitable for keiki (small children) and kupuna (elders). I also understand that there is only one portable toilet, and no other bathroom facilities, no drinking water, or land line telephones, and that emergency care may not be readily available. I will take appropriate steps to ensure my personal health and endurance during this visit, including rest, food and carrying any prescribed medication I may be taking.

I acknowledge that Kalaeloa Heritage and Legacy Foundation (KHLF), the State of Hawaii, and the Hawaii Community Development Authority (HCDA), make no warranty, or representation, expressed or implied, regarding the conditions that may be encountered during this visit.

I am in good health and am not aware of any physical or medical condition that might endanger me or other participants. I have read and agree to follow all Park rules, regulations and safety instructions (page 2) as well as all applicable laws.

I verify these statements by placing my initials here: _____ Parent or Guardian's initials (if under 18) _____

I hereby forever release the State of Hawaii, the landowner of the Kalaeloa Heritage Park, the Hawaii Community Development Authority, the Kalaeloa Heritage and Legacy Foundation, and their respective directors, officers, employees, volunteers, agents, contractors, and representatives from any and all actions, claims, or demands that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives now have, or may have in the future, for injury, death, or property damage, related to my participation in these activities, the negligence or other acts, whether directly connected to these activities or not, and however caused, by any Release, or the condition of the premises where these activities occur, whether or not I am then participating in the activities. I also agree that I, my assignees, heirs, distributees, guardians, next of kin, spouse and legal representatives will not make a claim against, sue, or attach the property of any Releasee in connection with any of the matters covered by the foregoing release. I further agree that I will be responsible either for personally supervising the minor(s) or for making arrangements for supervision of the minor(s) by another adult. The agreement is freely and voluntarily executed. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND THE STATE OF HAWAII, THE HAWAII COMMUNITY DEVELOPMENT AUTHORITY, AND THE KALAELOA HERITAGE AND LEGACY FOUNDATION.

I WOULD LIKE TO BE ADDED TO THE VOLUNTEER LIST AND GIVE MY PERMISSION FOR A KHLF REPRESENTATIVE TO CONTACT ME AS NOTED BELOW:

Email Address: _____

Phone Number: _____

PARTICIPANT/RELEASOR

PARENT/GUARDIAN

(Signature / Date)

(Signature / Date)