



KAMEHAMEHA SCHOOLS®  
KAPĀLAMA

November 28, 2018

Aloha mai kākou to my fellow KSK alumni,

It is with great pleasure that I would like to announce a new program to provide KSK Alumni access to our recreational facilities! Graduating from Kamehameha Schools Kapālama puts us in the special and distinguished category of being able to call ourselves KSK alumni. I would like you to know that we value you and the ways many of you serve our haumāna by contributing your time, talents, and/or treasures. I would also like you to know that, as alumni, I want you to remain connected to us and to feel welcome on our campus.

Starting today, KSK will open its recreational facilities to KSK alumni during designated hours. Please refer to the KSK Parents & Alumni Relations (PAR) website at <https://apps.ksbe.edu/par/> for more information and to download the application packet. Included in the application packet is information about the facilities, schedule, and the rules that have been established to ensure everyone's safe and enjoyable use. To be able to access our recreational facilities at the appointed times, KSK alumni will need to obtain a "recreational use" ID card. Please refer to the application packet for more information and detailed instructions.

The KSK Recreational Facilities Use Schedule has been developed to enable KSK alumni to use KSK's recreational facilities without impacting educational and extracurricular activities to the greatest extent possible. Even so, it may be the case from time to time that one or more of KSK's recreational facilities will not be available to alumni during the regularly-scheduled hours due to KSK student priorities taking precedence.

Kapālama is a thriving campus that holds special memories for KSK alumni. We are pleased to welcome KSK alumni back to campus with this invitation to use KSK's recreational facilities.

A hui hou,

Dr. Taran K. Chun  
Po'o Kula



KAMEHAMEHA SCHOOLS®

KAPĀLAMA

### Alumni Use of Facilities Instructions

Mahalo for your interest in utilizing our recreational facilities! Please use the instructions/checklist below to complete and submit your request for access to our facilities. Please feel free to contact the Office of the Po’o Kula at 808-842-8231 if you have any questions.

1. Complete the following forms (all forms are in a single PDF)
  - a. Recreational Facilities Use Application
  - b. Read through the Recreational Facilities Use Rules & Guidelines then complete and return page 5 of the document
  - c. Read through and sign the Recreational Facilities Use Indemnification Statement
  
2. Submit all three (3) of the forms in #1 above to:  

By email:	<a href="mailto:PAR@ksbe.edu">PAR@ksbe.edu</a>
By USPS mail:	KSK Parent & Alumni Relations Pauahi Administration Building #58 1887 Makuakāne Street Honolulu, HI 96817
  
3. Upon verification of your alumni status, you will be contacted by our Parent & Alumni Relations Office to arrange for your ID badge and payment of the one-time non-refundable usage fee of \$25. The usage fee should be paid by check payable to Kamehameha Schools.



KAMEHAMEHA SCHOOLS®  
KAPĀLAMA

## KSK RECREATIONAL FACILITIES USE APPLICATION FORM

Name of Applicant \_\_\_\_\_ Date of Application \_\_\_\_\_

Applicant's Contact Information		
Mailing Address:		
City:	State:	Zip Code:
Email:		
Phone:		

Emergency Contact Information
Name:
Relationship:
Phone:

*Please indicate your affiliation with KSK:*

- Current Employee**  
Title: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_
- Dependent of Campus Resident**  
Relationship: \_\_\_\_\_  
Name of KSK Resident: \_\_\_\_\_  
Residence Address: \_\_\_\_\_
- Alumni**  
Year of KSK Graduation: \_\_\_\_\_
- Other (subject to approval)**  
Please describe: \_\_\_\_\_



KAMEHAMEHA SCHOOLS®  
KAPĀLAMA

KSK Recreational Facilities Use Application (Page 2)

**Vehicle Information**

<b>Make:</b>	
<b>Model:</b>	
<b>Year:</b>	
<b>Color:</b>	
<b>License Plate:</b>	
<b>Insurer:</b>	

In consideration of the Kamehameha Schools Kapālama Campus (KSK) permitting and allowing my participation in the use of designated KSK recreational facilities, I submit the following documents for consideration and approval:

- ✓ Indemnification Statement
- ✓ KSK Recreational Facilities Use Rules and Guidelines Acknowledgment Form

I certify that I have read, understand, and will comply with the rules that have been specified for use of KSK's recreational facilities, including their designated hours.

I understand that Kamehameha Schools reserves the right to discontinue this program in whole or in part at any time with or without notice.

I understand that my use of KSK's recreational facilities may be limited or cancelled without notice as needed to accommodate KSK students and other KSK programs and activities.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

.....  
For KSK Use Only:

KSK Affiliation Confirmed by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Recreational Facilities Use Badge Number (if not a KSK employee): \_\_\_\_\_



KAMEHAMEHA SCHOOLS®

KAPĀLAMA

### **KSK Recreational Facilities Use Rules and Guidelines**

These KSK Recreational Facilities Use Rules and Guidelines provide parameters for safe, educational, athletic, and recreational use of designated Kamehameha Schools Kapālama (KSK) recreational facilities and equipment by KSK staff, KSK alumni<sup>1</sup>, and immediate family members of KSK employees who reside on campus.

KSK staff and KSK alumni are expected to familiarize themselves with the requirements of these rules and guidelines, and ensure their use of KSK recreational facilities comply with these requirements at all times.

#### **General Guidelines**

1. Prior to using KSK recreational facilities, KSK staff and KSK alumni must receive approval to use the facilities.
  - a. To request approval to use KSK recreational facilities, KSK staff and KSK alumni must complete and submit the following documents:
    - i. KSK Recreational Facilities Use Application
    - ii. KSK Recreational Facilities Use Indemnification Statement
    - iii. KSK Recreational Facilities Use Rules and Guidelines Acknowledgment Form
  - b. If approved, KSK staff will be issued a sticker that must be applied to their KSK employee badge, and KSK alumni will be issued a recreational facilities ID badge; KSK staff and KSK alumni must present the appropriate badge to use KSK recreational facilities.
  - c. Applications and forms may be submitted as follows:

---

<sup>1</sup> KSK alumni are defined as former KSK students who graduated (received a high school diploma) from Kamehameha Schools. Use of KSK recreational facilities under this program is limited to KSK alumni only; use of KSK recreational facilities does not extend to spouses or other family members who are not KSK alumni, KS employees, or current KS students. KSK alumni will be charged a non-refundable, one-time application fee of \$25.00 to use KSK's recreational facilities.

## **KSK Recreational Facilities Use Rules and Guidelines**

- i. **KSK staff** should submit their forms to KSK Operations Support via email to KSKOPS@ksbe.edu, or via US mail to: KSK Operations Support Building 30, 1887 Makuakane Street, Honolulu, HI 96817.
  - ii. **KSK alumni** should submit their forms to KSK Parent & Alumni Relations (PAR) via email to PAR@ksbe.edu, or via US Mail to KSK Parent & Alumni Relations, Building #58 , 1887 Makuakane Street, Honolulu, HI 96817.
2. KSK facilities may only be used in accordance with these rules and guidelines, and may only be used during the hours designated on the KSK Recreational Facilities Use Schedule. Please note that the days and times outlined on the KSK Recreational Facilities Use Schedule are subject to change without notice.
3. Student programs and KSK programs and activities shall have priority over all facilities and equipment usage throughout the KSK campus.
4. Animals are not permitted on the KSK campus or in KSK recreational facilities, unless utilized as a guide for individuals who require assistance from the animal. Proof of animal's training and vaccination shots may be required.
5. All KSK recreational facilities must be used for the purpose for which they were intended.
6. Possession or consumption of alcoholic beverages, illegal drugs, including public intoxication, is strictly prohibited anywhere on campus and in KSK recreational facilities at all times.
7. Smoking (including electronic cigarettes) and spitting (including the use of chewing tobacco, betel nut, or other similar substances) are strictly prohibited in KSK recreational facilities at all times.
8. Radios, "boom boxes", speakers, etc., are not allowed. Headphones are required at all times for playing music, audio books, etc.
9. Food, drinks, or chewing gum, except water in closed containers, are not allowed in KSK recreational facilities.
10. Bicycles, rollerblades, and skateboards are not allowed.
11. Signs, posters, or other advertisements are not allowed.
12. Appropriate attire is required at all times. Shirts are required for all users at all recreational facilities except for Kalani'ōpu'u Swimming Pool. Appropriate and modest swimwear is required at Kalani'ōpu'u Swimming Pool. Attire should not display violence, drug-related themes, or profanity. KSK reserves the right to determine whether attire is appropriate for use of KSK facilities.
13. Appropriate athletic footwear is required in all activity areas. Footwear which may scuff or leave black marks on floors (e.g. boots) or that may be unsafe (e.g. sandals or slippers) are not allowed in all program areas, except the pool where slippers are allowed.
14. Profanity and abusive language are not allowed on campus at any time.

## **KSK Recreational Facilities Use Rules and Guidelines**

15. Horseplay (e.g., running, shoving, etc.) is not permitted.
16. Loitering at facility after proscribed usage times is not permitted.
17. Only vehicles identified on the KSK Recreational Facilities Use Application Form may enter KSK campus. Parking is limited to designated areas only during the hours outlined on the KSK Recreational Facilities Use Schedule. Vehicles remaining on campus outside the specified hours or parked in unauthorized areas may be subject to towing, and may subject the user to loss of recreational use privileges.
18. Only the KSK staff or KSK alumni identified on the KSK Recreational Facilities Use Application Form may enter the KSK campus and use KSK recreational facilities. Other family members or friends of the user are not eligible to use KSK recreational facilities.
19. Users are expected to be considerate of others at all times, including sharing of equipment, wiping sweat from equipment, floors, or surrounding areas, properly disposing of trash, controlling headphone volume to avoid disturbing others, etc.

In addition to the general guidelines outlined above, the following facilities have additional specific rules as follows:

### **Gyms**

1. Hanging on the rims or backboard pads is not allowed.
2. Bleachers are for sitting only; no “running of stairs” or lying down is permitted.

### **Track**

1. Kūnuiākea track may be used for walking or running with proper footwear and attire during the hours outlined on the KSK Recreational Facilities Use Schedule, daylight permitting. Please note that there may be times of the year when the track may not be used during the designated hours due to lack of daylight.
2. The track may be used by pedestrians only; strollers, roller blades, skateboards, etc., are not permitted on the track.

### **Weight Room, Cardio Equipment, and Aerobics Rooms**

1. Spotters are required for all free-weight exercises.
2. Users are required to clean equipment after each use.
3. Users shall provide their own towel for use on machines.
4. Weights and other equipment shall not be removed from the weight or aerobics rooms.
5. Olympic style lifts (e.g., cleans, snatches, and jerks) and their variations or combinations are not permitted.
6. Collars on all bars are required.
7. Training orientation is mandatory for all users of weight room equipment. Ask facility staff for guidance and training prior to using equipment for the first time.

## **KSK Recreational Facilities Use Rules and Guidelines**

### **Playgrounds**

1. Playgrounds are for age-appropriate use only for children of KSK employees who reside on campus. Young children must be supervised by a responsible adult.
2. Playgrounds may be used during the hours outlined on the KSK Recreational Facilities Use Schedule, daylight permitting. Please note that there may be times of the year when the playgrounds may not be used during the designated hours due to lack of daylight.

### **Tennis Courts**

1. Tennis courts are available on a first-come, first-served basis; contact KSK Security at 842-8332 for court access; please allow up to 30 minutes for KSK Security to open a court.
2. Tennis nets shall not be removed from courts.
3. Users must provide their own tennis rackets and balls.
4. Tennis courts may be used during the hours outlined on the KSK Recreational Facilities Use Schedule, daylight permitting. Please note that there may be times of the year when the tennis courts may not be used during the designated hours due to lack of daylight.

### **Campus Walk/Jog Course**

1. Certain roads on the KSK campus are designated for walking/jogging (please see attached campus map). Users who wish to walk/jog on KSK campus may do so only on the designated roads.
2. Walkers/joggers must remain on sidewalks (where present) or within designated shoulder lanes; when necessary, cross streets only at designated, marked street crossings.
3. Walking/jogging on KSK campus roads is only allowed during the hours outlined on the KSK Recreational Facilities Use Schedule when daylight permits. Please note that there may be times of the year when walking/jogging on KSK campus roads will not be permitted due to lack of daylight.
4. Walkers/joggers must maintain awareness that they are on active roadways. Walkers/joggers will wear reflective clothing and take other measures to ensure they are clearly visible by motorists.

### **Refusal of Usage of Kamehameha Schools Facilities and Equipment**

KSK reserves the right to interpret these rules and guidelines in the best interest of its students, faculty, staff, guests, and school. KSK reserves the right to disallow usage of its facilities and equipment to any individual or group who may disregard or disobey these KSK Recreational Facilities Use Rules and Guidelines.



## KSK Recreational Facilities Use Rules and Guidelines

Please complete and return the section below with your KSK Recreational Facilities Use Application before beginning recreational use of KSK facilities.

Name of Applicant (PRINT) \_\_\_\_\_

Date of Application \_\_\_\_\_

Applicant's Contact Information		
Mailing Address:		
City:	State:	Zip Code:
Email:		
Phone:		

Emergency Contact Information
Name:
Relationship:
Phone:

I, \_\_\_\_\_ (print name) acknowledge that I received a copy of the KSK Recreational Facilities Use Rules and Guidelines. I further acknowledge that I have read and understand the rules and guidelines for my use of KSK recreational facilities, and that I will abide by these rules and guidelines at all times. I understand that my failure to follow the rules and guidelines may result in a loss of privileges to use KSK recreational facilities.

If I am a campus resident and my children are eligible to use KSK's recreational facilities, I further understand and agree that I will ensure their use complies with the KSK Recreational Facilities Use Rules and Guidelines.

Participant's Signature  
\_\_\_\_\_

Date  
\_\_\_\_\_



KAMEHAMEHA SCHOOLS®  
KAPĀLAMA

**KSK Recreational Facilities Use Indemnification Statement**

The undersigned individual(s), and his, her, its or their heirs, personal representatives, successors and permitted assigns, for and in consideration of the Kamehameha Schools (“KS”) permitting and allowing the participation in the use of KSK recreational facilities according to the KSK Recreational Facilities Use Rules and Guidelines (provided) and KSK Recreational Facilities Use Schedule (provided), herein jointly and severally agree(s) to indemnify, defend and hold forever harmless The Kamehameha Schools and its Trustees, employees and agents (collectively also “KS”) against any and all loss, liability, demands, claims, suits, actions or proceedings of every name, character and description [including but not limited to attorneys’ fees and cost(s) which may be suffered or incurred by or brought against KS for or on account of any injuries, wrongful death or damages to any person(s) or property arising directly or indirectly, by or in consequence of the participation in the use of KSK facilities on its designated site or any other KSK facility by the undersigned individual(s)]. The undersigned hereby certifies that prior to signing on the line provided, it has carefully read the provided KSK Recreational Facilities Use Rules and Guidelines and the KSK Recreational Facilities Use Schedule and accepts these documents and its content “as is.”

The undersigned further assumes all risks of injury arising out of any condition on the designated site and/or any facility used, or in or on any other KSK facility, whether such condition is latent or apparent, and waives any and all claims against KS for any injury to person or property which may be sustained by the undersigned as a result of the undersigned’s participation and use of KSK recreational facilities and or on KSK property. The undersigned understands and acknowledges that KS makes no representation or assurance that the designated event and/or facility or any other KSK event or facility is safe or fit for the undersigned’s intended use, and the undersigned agrees that the undersigned will be solely responsible for making all appropriate arrangements to ensure that the designated event and site and/or facility or any other KSK facility is safe and fit for the undersigned’s intended use.

Any and all physical damage to KSK facilities and/or property arising directly or indirectly out of the undersigned’s use of the site and/or facility shall be repaired and/or replaced by the undersigned within ten days of the event date. In the event that the undersigned fails to satisfactorily repair and/or replace the damage within such period, KS, without waiving any rights, may undertake to repair and/or replace such damage, and the undersigned agrees to reimburse and shall reimburse KS for all actual costs incurred plus an administrative cost of 10% of the actual costs, within five days after receipt of the bill.

\_\_\_\_\_/\_\_\_\_\_  
Participant Signature Date

\_\_\_\_\_/\_\_\_\_\_  
Parent Guardian Signature (if Participant is under the age of 18) Date



# KAMEHAMEHA SCHOOLS®

## KAPĀLAMA

### KSK RECREATIONAL FACILITIES USE SCHEDULE

**Recreational use by KSK staff, Kamehameha Schools Alumni, and KSK campus residents is permitted:**

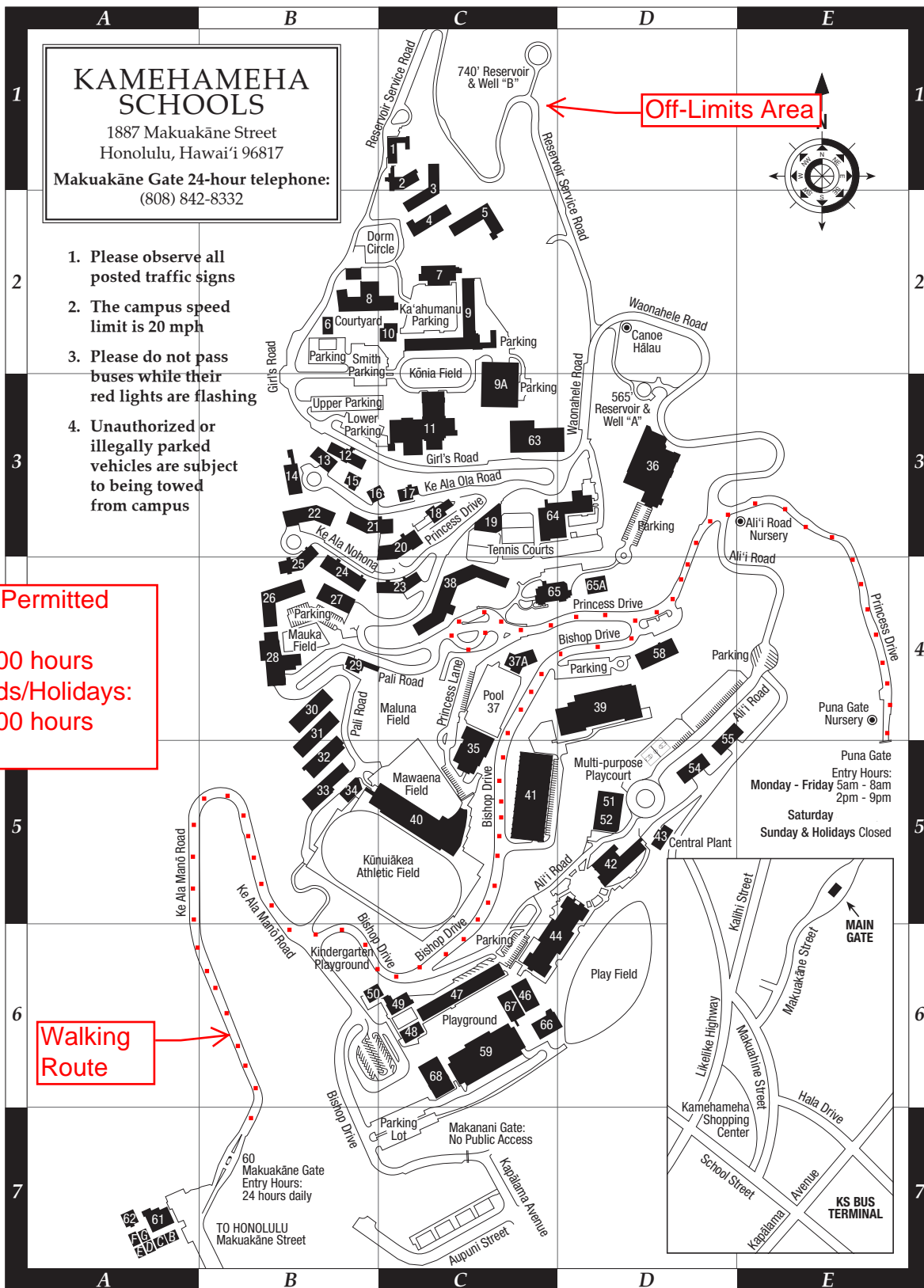
- *With prior approval only* – submit KSK Recreational Facilities Use Application and other required forms to receive a KSK Recreational Facilities Use ID card or sticker.
- Subject to KSK Recreational Facilities Use Rules and Guidelines.
- During designated operating hours as listed below.
- Subject to last minute cancellations due to school events and priorities.
- On a first-come, first-served, shared-use basis, subject to first-priority use by KSK students.
- Not for individual, personal, and or group reservation/rental.
- Not for business and/or profit activities and events.

Facility	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
Keawe Gym	6:00PM - 9:00PM (Basketball only)					
Kekūhaupī'o Weight Room	6:00PM – 7:30PM	6:00AM - 7:30AM 6:00PM – 7:30PM	6:00PM – 7:30PM	6:00AM - 7:30AM 6:00PM – 7:30PM	6:00PM – 7:30PM	
Kekūhaupī'o Racquetball Courts		6:00AM - 7:30AM 4:00PM - 8:30PM		6:00AM - 7:30AM 4:00PM - 8:30PM		
Ka'ahumanu Fitness Center	5:30AM - 7:00AM 4:00PM - 6:00PM	5:30AM - 7:00AM 4:00PM - 6:00PM	5:30AM - 7:00AM 4:00PM - 6:00PM	5:30AM - 7:00AM 4:00PM - 6:00PM	5:30AM - 7:00AM 4:00PM - 6:00PM	
Kalani'ōpu'u Pool	6:00AM - 7:30AM	6:00AM - 7:30AM	6:00AM - 7:30AM	6:00AM - 7:30AM	6:00AM - 7:30AM	12:00PM-4:00PM (KSK 'OHANA only)
Tennis Courts	6:00PM* - 8:00PM*	6:00 PM* - 8:00PM*	6:00 PM* - 8:00PM*	6:00 PM* - 8:00 PM*	6:00 PM* - 8:00 PM*	8:00 AM - 8:00 PM*
Kūnuīākea Track	6:00AM* - 7:30AM 6:30PM* - 8:00PM*	6:00AM* - 7:30AM 6:30PM* - 8:00PM*	6:00AM* - 7:30AM 6:30PM* - 8:00PM*	6:00AM* - 7:30AM 6:30PM* - 8:00PM*	6:00AM* - 7:30AM 6:30PM* - 8:00PM*	6:00AM* - 4:00 PM
KSK Campus Walk/Jog Course	3:00PM – 8:00PM*	3:00PM – 8:00PM*	3:00PM – 8:00PM*	3:00PM – 8:00PM*	3:00PM – 8:00PM*	8:00 AM - 8:00 PM*
Elementary Playgrounds** and Elementary Basketball Court**	5:00PM - 8:00PM*	5:00PM - 8:00PM*	5:00PM - 8:00PM*	5:00PM - 8:00PM*	5:00PM - 8:00PM*	8:00 AM - 8:00 PM*

\* Daylight permitting; facility not available for use before sunrise or after sunset. Closed during holidays.

\*\* Available for children of KSK employees who reside on campus only.

Facility not open



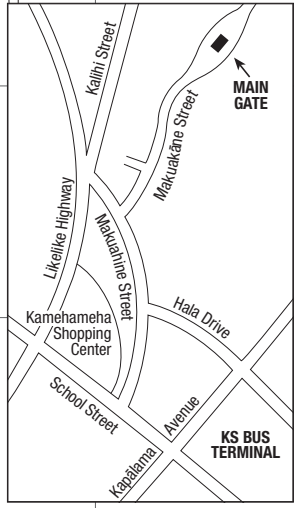
**KAMEHAMEHA SCHOOLS**  
 1887 Makuakāne Street  
 Honolulu, Hawai'i 96817  
**Makuakāne Gate 24-hour telephone:**  
 (808) 842-8332

1. Please observe all posted traffic signs
2. The campus speed limit is 20 mph
3. Please do not pass buses while their red lights are flashing
4. Unauthorized or illegally parked vehicles are subject to being towed from campus

**Walkers Permitted**  
**M-F:**  
 1500-1900 hours  
**Weekends/Holidays:**  
 0730-1900 hours

**Walking Route**

**Puna Gate**  
 Entry Hours:  
 Monday - Friday 5am - 8am  
 2pm - 9pm  
 Saturday  
 Sunday & Holidays Closed



1. Keōpūolani-Uka.....B-1	14. Hale Ola .....B-3	30. Physical Plant/.....B-4	41. Hale Ho'oku Ka'a ..... C-5	59. Kamāmalu.....C-6
2. Keōpūolani-Kai.....B-1	15. Hale Hāna'ī.....B-3	Transportation/Security	(Parking Structure)	60. Main Gate.....B-7
3. Kapi'olani Nui.....B-1	16. Hale Alaka'i.....B-3	31. Paint/.....B-4	42. Ka'oleiokū.....D-5	61. Ulupono.....A-7
4. Kekāuluohi.....C-2	17. Hale Kahu.....C-3	Grounds Shop/	43. Central Plant.....D-5	62. Ulupono.....A-7
5. Kina'u Hale.....C-2	18. Hale Pelekikena.....C-3	Custodial	44. Keli'imaika'i.....C-5	63. 'Akahi Dining Hall/. C-3
6. Haleakalā Annex.....B-2	19. Tennis Courts'.....C-3	32. Carpenter/Mech/.....B-5	46. Kalanimōkū.....C-6	'Akahi Student Center/
7. Ka'ahumanu.....C-2	Locker Rooms	Electrical Shops	47. Kūihelani.....C-6	School Store
8. Haleakalā.....B-2	20. Lunaliilo.....C-3	33. Grounds/.....B-5	48. Nāhi'ena'ena.....C-6	64. Kapoukahi.....C-3
9. Kōnia.....C-2	21. Kapuāiwa.....B-3	Welding Shop	49. Kānekapōlei.....C-6	65. Bernice Pauahi.....C-4
9A. Frank E. Midkiff.....C-3	22. 'olani.....B-3	34. Grounds.....B-5	50. Keolaokalani.....B-6	Bishop Memorial
Learning Center	23. Kamehameha.....C-4	35. Koai'a.....C-5	51. Keawe Gym.....D-5	Chapel
10. W.O. Smith.....C-2	24. Liholiho.....B-4	36. Ka'iwakiloumoku.....D-3	52. Keawe Gym.....D-5	65A. Bernice Pauahi.....D-4
11. Princess Ruth.....C-3	25. Kaleiopapa.....B-4	37. Kalani'opu'u Pool.....C-4	Locker Room	Bishop Heritage
Ke'elikōlani Performing	26. Keoua.....B-4	37A. TBD.....C-4	54. Kaha'opulani.....D-5	Center
Arts Complex	27. Bishop Hall.....B-4	38. Pāki.....C-4	55. Nae'ole.....D-4	66. Ke'eaumoku.....C-6
12. Hale Kukui.....B-3	28. Kekūānao'a.....B-4	39. Kekūhaupī'o.....D-4	58. Princess Bernice.....D-4	67. Keku'iapoiwa.....C-6
13. Hale Mālama Ola.....B-3	29. Hale Koa.....B-4	40. Kūniūiākea.....C-5	Pauahi Admin. Bldg.	68. Kekelaokalani.....C-6