New Use of School Facilities e-Application Submission Process

The process to submit an application for Use of School Facilities has been automated!

Now, when the Applicant clicks the link on the DOE website:
https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/FutureSchoolsNow/Pages/Use-of-school-facilities.aspx

it will take the Applicant to an online form to fill out and submit electronically rather than a PDF to print out, fill in, and submit directly to the school office. Once the e-application is submitted, the Applicant can also print out a copy of what was submitted.

Use of school facilities

Hawaii's public school facilities shall be made available for public use as long as the requested activities do not interfere with normal school operations. Use of facilities is governed by Chapter 39, Hawaii Administrative Rules. Please use that as a formal guide; information below is provided as an overview.

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Applying to use school facilities

Fill out the application for Use of Facilities and submit it to the school office at least 10 days prior to the requested date of use. For periods of use not exceeding 12 consecutive months, the school principal or a designee will approve or disapprove the use. For periods of use exceeding 12 consecutive months, the school will process the application, with final approval from the Board of Land and Natural Resources.

Schools Receive the Application Electronically:

1. When the application has been submitted online, an email notification is sent to the designated CPT user(s) at the school that an application has been submitted for review. The email will come from the sender no-reply@hidoefacilities.org so please ensure this does not filter to your junk mail.
2. The designated CPT user logs into CPT 1.0 first and then clicks the link in the email to review the submitted application.

3. For applications that **meet** all the requirements:
   - On review, click the "Accept" button.
     - The application will go into the database and will automatically take you to the Application Information page where additional information such as Other Requirements & Approval, Certificates of Insurance, Fees, etc. can be updated. (No change to the update page in CPT.)
4. For applications that **DO NOT meet** all the requirements:
   - Click the Deny button, and on the ensuing page enter a reason then click submit. The application will be recorded as Denied.
   - Contact the Applicant as if the application was hand-submitted. (No change to current process.)
   - There is no way for the Applicant to modify the application once it is e-submitted. The Applicant must fill out and submit a new application with the requested modifications.
5. Please note the functionality to add a new application in CPT manually is still available. (No change to the add page in CPT.) To manually add, go to the first Use of School Facilities page, not the new Use of School Facilities - Online page, see screenshot below.
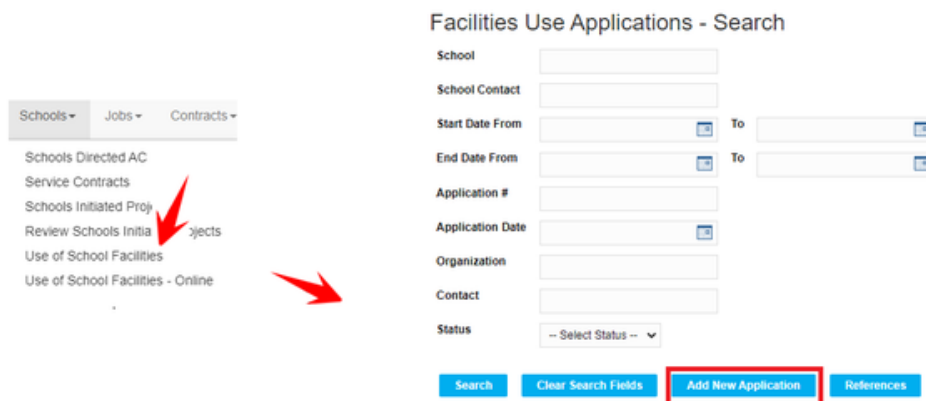
List, Search, Download, View, Review the Submitted Online Applications:

To see a list of submitted online applications, click the Schools Tab > Use of School Facilities - Online.
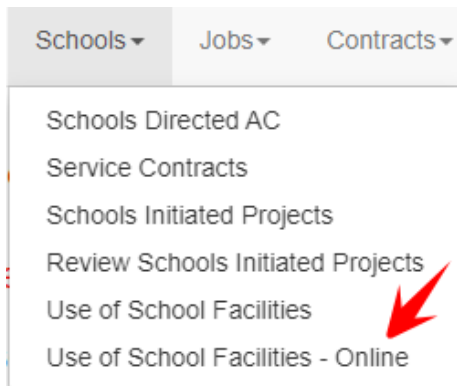
From the new Search screen, you can use the filters to find an application, or use the links on the far right in the grid to View, Review (if not yet been done) or Update an application.

Add, Update, Delete the Designated Email Notification Person(s):

To Add, Update or Delete the designated staff member who is receiving the email that an application has been submitted online for review:

1. Go to Schools Tab > Use of School Facilities - Online
2. Click the "Online Notification List" button

Facilities Use Applications - Search Online Applications

School	
Start Date From	[ ] **To** [ ]
End Date From	[ ] **To** [ ]
Application Date	[ ]
Organization	
Contact	

[Search] [Clear Search Fields] [References] [Online Notification List]

Facilities Use Applications - Search Online Notification List

School	Select a School
Email Address	
Full Name	

[Search] [Clear Search Fields]

School Name ▼	School	Email Address	Full Name	
Select a School				Add
Aina Haina Elem	83	test_user@datahouse.com	Test User	✎ Edit ✕ Delete

Add a new person to receive the email notification by using the row at the top. Edit or Delete a person receiving the email notification by searching for the person, then use the links on the right side to perform the desired action.