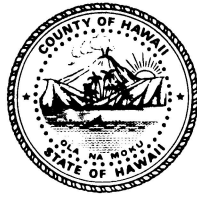


Harry Kim
Mayor



Patricia G. Engelhard
Director

Pamela N. Mizuno
Deputy Director

County of Hawai'i

DEPARTMENT OF PARKS AND RECREATION

101 Pauahi Street, Suite 6 • Hilo, Hawai'i 96720
(808) 961-8311 • Fax (808) 961-8411

May 23, 2006

MEMORANDUM

To: All Persons/Groups Participating in P&R Programs or Using P&R Facilities

Fm: Patricia G. Engelhard, Director
Department of Parks and Recreation

Re: **RELEASE OF CLAIMS REQUIREMENT**

The County of Hawai'i Department of Parks & Recreation ("P&R") is committed to providing facilities for recreational and leisure activities at little or no cost to the people of the Island of Hawai'i and its visitors. At the same time, P&R must be responsible stewards of the taxpayers' monies that fund its budget. P&R does this by wisely considering its providing of activities, maintenance and repair to its aging facilities, and taking proactive steps to reduce the County's potential liability when persons voluntarily participate in P&R activities or use P&R facilities. Therefore, as part of its risk management, P&R must require every participant to sign a Release of Claims form prior to participating in any P&R program or using a P&R facility. A participant under the age of eighteen must have a parent or guardian's signature.

The head of every group or organization, or a designee, must please do the following:

1. Fill out the activity information on the attached Release of Claims form;
2. Copy and distribute one form to each participant;
3. Collect the completed, signed form from each participant;
4. Proofread each form for completeness and signature (all signatures must be witnessed by an adult.)
5. Return any incomplete form to the participant, to be completed & resubmitted;
6. Keep a copy of each participant's form with you at all times (a P&R employee may ask to see your group's forms at any time the group is using a county facility or program);
7. Submit all original forms to the assigned P&R employee before the start date of the activity/program written on the form. Failure to sign a form, or late submission of forms, may result in the individual or group being unable to participate in the County program or use the County facility, unless prior written permission and arrangements have been made with the assigned P&R employee.
8. Sign and submit the attached certification form.

Please contact the P&R recreation director or employee at (phone) _____ if you have any questions or concerns regarding this requirement.

Thank you in advance for your anticipated cooperation, as we work together to provide a responsible and positive recreational experience for everyone.

County of Hawai'i is an Equal Opportunity Provider and Employer.

Release of Claim Memo - 5-23-06

CERTIFICATION OF PERSON SUBMITTING
RELEASE OF CLAIMS FORMS FOR

(Fill in name of group or organization)

I, _____, am the
(Print full legal name)

_____ of the _____
(Title or position) (Name of group/organization)

and hereby certify that:

1. I have distributed a Release of Claims form to each participant;
2. I have explained to each participant that:
 - a. a completed, signed form must be submitted to P&R prior to any person (adult or minor) participating in a P&R program or using a P&R facility;
 - b. any participant who has not submitted a signed Release of Claims form may not participate in the P&R program and/or use the P&R facility;
3. I have reviewed each participant's form for accuracy and completeness;
4. I have COPIES of all signed waiver forms and will have them with me or another group member at all times that our group is using a P&R program or facility;
5. I am submitting all ORIGINAL waiver forms to P&R prior to the start date indicated on the waiver form (unless prior written permission has been obtained from the County, a copy of which is attached to this certification);
6. I understand I am responsible to notify all latecomers of this requirement, and to submit a signed Release of Claims form prior to any latecomer's participation; and
7. I will not allow any individual in my group/organization to participate if a Release of Claims form has not been signed and submitted to the County prior to any individual's participation or use of a County program or facility.

Signature

Witness Signature (Age 18 or older)

Date

Printed Name

Address

Address

Day Phone Number

Phone Number