



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
CENTRAL SERVICES DIVISION
729-B KAKOI STREET
HONOLULU, HAWAII 96819

July 10, 2013

Daniel Gluck, Esq., Senior Staff Attorney
American Civil Liberties Union of Hawaii
P.O. Box 3410
Honolulu, Hawaii 96801

Dear Mr. Gluck:

SUBJECT: Open Records Request

The following is in response to your request dated June 28, 2013 for all rules, regulations, policies, memoranda and practices relating to the use of State facilities and grounds under sections 3-111-25 and 3-111-26 of the Hawaii Administrative Rules pertaining to:

1. The imposition or waiver of insurance requirements as a condition of receiving a permit (where "insurance requirements" means all requirements listed in Comptroller's Memorandum 2010-08: Insurance Requirements for Use of State Facilities and Grounds (available at <http://ags.hawaii.gov/wp-content/uploads/2012/09/CM2010-08.pdf>), and the Special Use Permit Form, Revised January 2011, page 3 (available at [http://ags.hawaii.gov/wp-content/uploads/2012/09/special special use permit and instructions jan-2011.pdf](http://ags.hawaii.gov/wp-content/uploads/2012/09/special_special_use_permit_and_instructions_jan-2011.pdf)) and/or any other requirements that an applicant for a permit to obtain insurance.
2. The imposition or waiver of the advance notice requirement for permit applications (where "advance notice requirement" means the requirement in HAR section 3-111-26(a) that a permit application be submitted to the Comptroller at least fourteen (14) business days, and the requirement in section 3 of the Instructions for Special Use Permit that a permit application be submitted at least ten (10) business days, prior to the date of the activity for which the permit is sought).

Mr. Daniel Gluck

July 10, 2013

Page 2

3. The imposition or waiver of the permitting requirement in HAR §§ 3-111- 25 and 3-111-26.

In regards to items 1, 2, and 3 above, other than the referenced HAR Chapter 111 of Title 3, Comptroller's Memorandum 2010-08, Comptroller's Memorandum 2010-12, and Special Use Permit Form and Instructions for Special Use Permit, Revised January 2011, page 3, the Central Services Division has no other rules, regulations, policies, memoranda and practices relating to these matters.

If there are any questions, you may contact James Hisano, Central Services Manager, at 831-6734 or james.hisano@hawaii.gov.

Sincerely,



For
JAMES K. KURATA
Acting Administrator

c: Patricia Ohara, Deputy Attorney General
James Hisano, Central Services Manager