

CITY AND COUNTY OF HONOLULU
DEPARTMENT OF PARKS AND RECREATION

Pursuant to and by virtue of the authority set forth in Section 10-1.3, Revised Ordinances of Honolulu, 1990, as amended, the Director of the Department of Parks and Recreation of the City and County of Honolulu, subject to the approval of the Mayor of the City and County of Honolulu, hereby further amends the policy, Rules and Regulations Governing Camping at City Parks.

AMENDED CAMPING POLICY, RULES AND REGULATIONS
GOVERNING CAMPING AT CITY PARKS

Section 1. Purpose.

The purposes of these rules are to make public parks readily accessible to the residents and public at large; to prevent use of public parks not designated as campgrounds for camping purposes or storage of personal property which interferes with the rights of others to use the public parks for which they were intended; to provide equitable opportunities to use campgrounds through a reservation and enforcement system; to prevent abuse and misuse of public parks and facilities, especially to prohibit temporary or permanent housing; and to provide overnight camping areas and facilities in suitable locations away from heavily populated metropolitan and urban centers and, where feasible, away from crowded residential area. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 2. Applicability and Scope.

These rules shall apply to all areas of the park system under the control and jurisdiction of the Department of Parks and Recreation, City and County of Honolulu, as defined in section 10- 1.1, ROH 1990, as amended. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 3. Definitions.

As used in these rules, unless the context requires otherwise:

- 1) "Applicant" means the individual, group, organization or association which request use of the public park for activities outlined in these rules and regulations.
- 2) "Authorized representative" means any person authorized by the Director of the Department of Parks and Recreation to act for the Department.
- 3) "Camper" means any person engaged in a camping activity.
- 4) "Campground" means an area within a public park designated for camping purposes.
- 5) "Camping" means the use of public park for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or shelter or other structure or vehicle for sleeping or

- doing any digging or earth breaking or carrying on cooking activities. The above-listed activities constitute camping when it reasonably appears, in light of the circumstances, that the participants, in conducting these activities, are in fact using the area as a living accommodation regardless of the intent of the participants or the nature of any other activities in which they may also be engaging.
- 6) "Camping permit" means a written authorization issued by the Department which allows the holder to camp in a designated campground.
 - 7) "Camping week" means the week beginning each Friday at 8 a.m. and ending 8 a.m. on the following Wednesday.
 - 8) "Campsite" means a numbered or unnumbered area within the campgrounds assigned to a specific individual or group for camping purposes.
 - 9) "Department" means the Department of Parks and Recreation, City and County of Honolulu.
 - 10) "Director" means the Director of the Department of Parks and Recreation.
 - 11) "Group Camping" means camping by an organized group where more than 10 persons are allowed to camp with only one camping permit.
 - 12) "Kualoa All" means the campground in the Program Camp Area located in Kualoa Regional Park.
 - 13) "Kualoa B" means the campground located at Kualoa Point in Kualoa Regional Park.
 - 14) "Permit Section" means the office responsible for the processing and final approval of the APPLICATION FOR CAMPING, P&R-11 (REV. 11/88) form and issuing of the Park Use Permits located at the Honolulu Municipal Building.
 - 15) "Permittee" means the qualified person, group or organization to which a valid permit is issued.
 - 16) "Public park" means and includes any park, park roadway, playground, athletic field, beach, beach right-of-way, tennis court, golf course, swimming pool, and other recreational areas and facilities under the control, maintenance and management of the Department of Parks and Recreation.
 - 17) "Storing" means to put aside or accumulate for use when needed, to put for safekeeping, to place or leave in a location.
 - 18) "Structure" means any shelter built with construction materials but not including tents.
 - 19) "Tent" means a collapsible shelter of canvas or other materials stretched and sustained by poles and used for camping outdoors.
 - 20) "Family-sized tent" means a tent with a maximum size of 15 feet by 11 feet. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1)(Imp: ROH1990 §§ 10-1.2, 10-1.3)

Section 4. Camping At Any Public Park Not Designated As A Campground Prohibited.

Camping is permitted only in public parks designated by the Director as campgrounds, provided a camping permit has been issued by the Department. Public parks designated

as campgrounds are listed in Exhibit no. 1 attached hereto. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 5. Penalties.

Any person violating any provision of these rules shall, upon conviction, be punished by a fine not exceeding \$500 or by imprisonment for not more than 30 days, or by both such fine and imprisonment. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 6. Closing of Areas.

The Director or an authorized representative may establish a reasonable schedule for the closure of the campgrounds and restrict the public use of all or any portion thereof, for the protection, restoration and preservation of areas and facilities, or the health, safety and welfare of persons or property. Unauthorized vehicles left in closed areas may be towed away at the owner's expense as provided in Chapter 290, Hawaii Revised Statutes. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 7. Camping Permit Procedure.

The Director or an authorized representative may issue camping permits. The following conditions shall apply to all camping permits.

- (1) Camping permits shall be issued no earlier than two Fridays prior to the beginning of the camping week desired. If a holiday falls on Friday, permits will be issued the preceding day.
- (2) Only persons 18 years of age or older may be issued permits.
- (3) When a permit application is made, the applicant shall state the type of camping equipment to be used (i.e., tent, trailer camper, etc.).
- (4) Applications for camping permits may be obtained at the following locations:
- (5) Honolulu Municipal Building
650 South King Street;
- (6) All Satellite City Halls
- (7) Special camping permit procedures for Kualoa A are found in Section 8 of these rules, Ho'omaluhia in Section 9, Swazy Beach Park in Section 10, and Bellows Field in Section 11 of these rules.
- (8) Anyone planning to camp at a popular campground during a three-day holiday weekend is advised to appear for permits at the Department's Permit Section located at the Honolulu Municipal Building, rather than at a Satellite City Hall, as permits will be issued at the Permit Section on a first-come, first-served basis before any permits may be issued by a Satellite City Hall.

- (9) A permit allows up to 10 persons, children included, and two family-size tents to be erected. At campgrounds with individually bordered campsites such as Waimanalo Beach Park, tents may not encroach upon adjacent campsites.
- (10) A special group camping permit may be issued to organized youth group except during three-day weekends. No group camping permits shall be issued during three-day weekends.
- (11) Reservations for organized youth groups for other than three-day holiday weekends may be made by writing to the Director, Department of Parks and Recreation, 650 South King Street, Honolulu, Hawaii 96813, no earlier than three months prior to the camping week desired. Written requests will be accepted on a first come, first-served basis. No more than 50 percent of the available campsites at any designated camping park will be given to any organized youth group that applies for permits.
- (12) A permit may be issued for one or more consecutive days, but may not under any circumstances exceed five consecutive days. Each camping day shall be deemed to begin at 8 a.m. and shall continue until 8 a.m. of the following day, except for Wednesday and Thursday of each week. All campgrounds shall be closed to camping beginning on Wednesday at 8 a.m. and continue until 8 a.m. Friday.
- (13) Each applicant shall be limited to only one (1) camping permit at any time, except that multiple permits may be issued to applicants who plan to camp at different campgrounds and provided further that such permits in total do not exceed five consecutive days. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1)(Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 8. Kualoa A camping Permits.

Kualoa A camping permits authorizes camping for the following specified days for the following groups. Camping shall be open to the public only during weekends and only for the period beginning Labor Day weekend and ending Memorial Day weekend.

(1) Permits for Organized Youth Groups.

Reservations for weekend camping are given only to organized youth groups. Written requests will be accepted on a first-come, first-served basis no more than three months before the camping weekend desired. Requests for reservations shall be in writing to the Director, Department of Parks and Recreation, 650 South King Street, Honolulu, Hawaii 96813. These requests will be limited to 50 percent of the campsites each weekend at Kualoa A, except for the last weekend of the month when no reservations are permitted.

2) Permits for other than organized Youth Groups.

Weekend camping permits are issued only at the Department's Permit Section, 650 South King Street, Honolulu, Hawaii, from 7:45 a.m. to 4 p.m., Monday through Friday, except holidays. Permits are issued no earlier than two Fridays preceding the camping weekend desired. For each weekend except the last weekend of the month, at least 50 percent of the campsites will be available. For the last weekend of the month, permits will be issued for all campsites; however, no group camping permits shall be issued.

Kualoa B camping permits shall be issued in accordance with the procedures set in Section 7 of these rules and regulations. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 9. Ho'omaluhia Camping Permits.

Ho'omaluhia camping permits may also be obtained if applications for permits are mailed to Ho'omaluhia, P. O. Box 1116, Kaneohe, Hawaii 96744, including a self-addressed, stamped envelope. Permits will be delivered by mail service.

Section 10. Swanzy Beach Park Camping Permits.

(1) Swanzy Beach Park camping permits authorizes camping for the following specified days:

(a) On regular weekends from 12 noon Friday through 8 a.m. Monday.

(b) On three-day weekends when Friday is a holiday, camping shall be allowed from dawn Friday through 8 a.m. Monday. Where Monday is a holiday, camping shall be allowed from 12 noon Friday through 8 a.m. Tuesday. [Eff: 9/10/86; 11/25/96 Am](Auth: RCH 1994 § 4-105; ROH 1990 § 1-9.1)(Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 11. Bellows Field Camping Permits.

(1) Bellows Field camping permits authorizes camping for the following specified days:

(a) On regular weekends from 12 noon Friday through 8 a.m. Monday.

(b) On three-day weekends when Friday is a holiday, camping shall be allowed from 8 a.m. Friday through 8 a.m. Monday. Where Monday is a holiday, camping shall be allowed from 12 noon Friday through 8 a.m. Tuesday.

(2) Camping at Bellows Field shall be allowed only when the beach area is not required for military use.

(3) Camping at Bellows Field shall be allowed with the following conditions:

(a) Each permittee shall be assigned a numbered campsite(s) as indicated on the camping permit. Permittee shall not occupy any other numbered campsite nor infringe upon adjacent numbered campsite with their tents, equipment, vehicles, etc.

(b) Each permittee shall be allowed to park a maximum of three (3) vehicles next to or near his/her assigned numbered campsite. Each vehicle parked in the camp area shall display a valid parking permit in clear view on the windshield dashboard area of the vehicle. Failure to display a parking permit shall be considered grounds for a parking citation.

(c) All other authorized vehicles belonging to the permittee's camping group, including those belonging to picnickers and other day time beach users, shall park their vehicles only in designated parking areas away from camping areas/sites. Those vehicles authorized to park overnight in Bellows Field shall be required to display a valid parking permit in clear view on the windshield dashboard area of the vehicle. Failure to display a parking permit shall constitute grounds for a parking citation and those vehicles cited may be towed away.

(d) The Bellows Field main gate shall be closed at 8 p.m. nightly. Vehicles shall be allowed to leave Bellows Field after 8 p.m. Only those vehicles displaying a valid parking permit shall be allowed entry into Bellows Field after 8 p.m. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 §1- 9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 12. Revocation of Permits.

- (1) Permits may be canceled or terminated at anytime without notice when:
 - a. A state of emergency is declared by the Director or other proper authorities.
 - b. For health and safety purposes.
 - c. Natural or civil disturbances, including but not limited to tsunamis, floods, earthquakes, storms, riots, demonstrations, and when employee strikes occur or threaten to occur.
 - d. Permittee violates the conditions or other provisions of these rules or conditions contained on the permit or any applicable Federal, State and County laws, ordinances, rules and/or regulations.
 - e. Fees, as required, are not paid.

(2) Any person aggrieved by the revocation of a permit may appeal first to the Director and then to the City Council. The time for initiating an appeal shall be limited to 30 days, measured from the date the notice of revocation is mailed or presented by the Department to the aggrieved person, at the last known address. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 §1-9.1)(Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 13. Failure to Use Camping Permits.

If any camping permit is not used, the issuing office shall be contacted no later than one working day after the first day of the permitted use and cancel the permit. Failure to notify in the prescribed manner shall be deemed to be a use of the permit. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 §1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 14. Camping Rules and Regulations.

- (1) At the expiration of a camping permit, the permit holder shall dismantle and remove from the park any tent, trailer or any other camping equipment that was used. The Department reserves the right to remove any equipment and vehicle(s) which was left in the park by the permit holder beyond the permit period or remove equipment and vehicle(s) left in the park by illegal campers; permittee and illegal campers will be liable for all costs incurred in the removal of the equipment and vehicle(s). All personal items left in the park will be inventoried and removed to an appropriate location within the district that the park is located. The items will be stored and disposed of in accordance with Hawaii Revised Statutes Chapter 523A. All vehicles illegally left in the park will be cited and towed away to the tow company site contracted by the Department in accordance with HRS Section 290-11.
- (2) A valid permit shall be in the possession of the permittee or his authorized representative at all times and shall be exhibited to any authorized Department personnel or police officer upon request. Minors shall be accompanied by at least one responsible adult.
- (3) The construction of any structure for camping purposes shall not be allowed in any public park.
- (4) Use of the Department's electricity for lights, appliances, etc., or hookup for water in connection with camping or night picnicking is prohibited.
- (5) Camping is permitted only in areas designated by signs for camping. Except for Bellows Field, Waimanalo Bay, Kaiaka Bay, Swanzy and Kualoa, and other parks with numbered campsites, camping equipment may be set up anywhere within the designated camping area on a first come, first-served basis.
- (6) The kindling, building or maintaining of campfires is prohibited, except in fire pits provided by the Department. Fires may be allowed in grills and braziers for cooking purposes. Ashes and charcoal shall not be deposited near trees, shrubs or vines but shall be left or deposited in areas designated.
- (7) Special care shall be taken in order that trees, shrubs and vines are not damaged or destroyed. Nails, screws or spikes shall not be driven into trees or structures.

- (8) No person shall drink, offer to drink or display to public view in any public campground any intoxicating liquor, whether in a bottle, demijohn, jug, container, or otherwise.
- (9) Camping areas shall be kept cleared of litter and trash at all times, and refuse shall be placed in proper containers.
- (10) When a permittee vacates a camping area, the permittee shall restore the camping area to its original condition except for ordinary wear and tear.
- (11) A permit is required to camp in trailers, campers or other vehicles only in designated areas in certain parks.
- (12) No animals are allowed in campgrounds.
- (13) No generators of any type shall be operated at any campgrounds.
- (14) Items not commonly used for camping, such as pool tables, furniture, appliances, etc., shall not be allowed in campgrounds.
- (15) Large military or similar size tents to accommodate a large number of people are prohibited. The maximum allowable tent size shall be 15 feet by 11 feet.
- (16) Selected campgrounds may be closed for camping at predetermined time for restoration purposes. Furthermore, all open campgrounds will be closed for camping for maintenance purposes every Wednesday at 8 a.m. until 8 a.m. Friday.
- (17) The Permit Section will maintain a record of camping permits issued for each campground. Satellite City Halls shall be required to telephone the Permit Section before issuing any permit.
- (18) No person shall park a vehicle in a City park for a period longer than sixty (60) minutes between the hours of 2 a.m. and 6 a.m. of any day, except with a Department of Parks and Recreation Parking Permit which shall be displayed in clear view on the windshield dashboard area of the vehicle.
- (19) Each camping permittee may request up to a maximum of three (3) parking permits except for Lualualei where only one (1) parking permit will be issued.
- (20) Permittee with group camping permits may request up to a maximum of eight (8) Parking Permits.
- (21) At designated campsites such as Kahe, Keaau, Lualualei and Nanakuli where a parking stall is provided each campsite, the stall shall be reserved for the exclusive use of the permittee occupying that campsite.
- (22) Reserving of parking stalls in marked parking lots shall not be allowed. [Eff: 9/10/86; 11/25/96 Am] Auth: RCH 1994 § 4-105; ROH 1990 §1-9.1) (Imp:ROH 1990 §§ 10-1.2, 10-1.3)

Section 15. Maintenance and Enforcement Procedures.

- (1) Both the Parks Police and the grounds maintenance staff as well as other designated parks staff shall be responsible to see that campers have valid permits and that all rules are observed.
- (2) In the event that the grounds maintenance personnel encounter any problems which they cannot handle, they will consult their district supervisor or foreman. If either one of them cannot be contacted or is not available, the maintenance personnel will contact the Police Department in the district where the park is located for assistance. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 §1-9.1)(Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 16. Denial of Permits.

Permits may be denied by the authorized representative when:

- (1) The premises or facilities are closed or will be closed because of damages, or because of scheduled or ongoing construction, repair or maintenance activities.
- (2) A state of emergency is declared by the Director or other proper authorities.
- (3) Natural or civil disturbances including, but not limited to, tsunamis, floods, earthquakes, storms, riots, demonstrations and employee strikes, which may be occurring or threatening to occur.
- (4) The facilities are inadequate to meet the needs of the anticipated activity.
- (5) The premises or facilities will be used by others.
- (6) The particular campground is booked to capacity.
- (7) The anticipated activity presents a clear and present danger to the health, safety or welfare of persons within the premises.
- (8) Applications for permits are not received by the Department within the time specified by these rules.
- (9) The failure of the applicant to abide by these rules and/or the terms and conditions of any previously issued permit.

Any person aggrieved by the denial of a permit may appeal first to the Director and then to the City Council. The time for initiating the appeal shall be limited to 30 days, measured from the date the permit is denied to the aggrieved person. [Eff: 9/10/86; 11/25/96 Am] (Auth: RCH 1994 § 4-105; ROH 1990 §1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 17. Severability.

If any section, subsection, sentence, clause, phrase, or portion of these rules is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding

shall not affect the validity of the remaining portions hereof. [Eff: 9/10/86; 11/25/96 Am]
(Auth: RCH 1994 § 4-105; ROH 1990 §1-9.1) (Imp: ROH 1990 §§ 10-1.2, 10-1.3)

Section 18. Effective Date.

These rules shall take effect 10 days after filing with the Office of the City Clerk.

ADOPTED this 16th day of September, 1996 by the Director of the Department of Parks and Recreation, City and County of Honolulu, State of Hawaii.

/s/ Dona L. Hanaike
DONA L. HANAIKE, Director
Department of Parks and Recreation
City and County of Honolulu

APPROVED AS TO FORM:

/s/ Dawn D. Ishihara
Deputy Corporation Counsel

APPROVED this 25th day of
November, 1996

/s/ Jeremy Harris
JEREMY HARRIS, Mayor
City and County of Honolulu

CERTIFICATION

I, DONA L. HANAIKE, in my capacity as Director of the Department of Parks and Recreation, City and County of Honolulu, do hereby certify that the foregoing is a full, true and correct copy of the Rules and Regulations relating to the Amended Camping Policy, Rules and Regulations Governing Camping at City Parks which were adopted on September 16, 1996, following a public hearing held on September 10, 1996, after public notice was given on August 8, 1996, in the Honolulu Star-Bulletin.

/s/ Dona Hanaike
DONA HANAIKE, Director
Department of Parks and Recreation
City and County of Honolulu

Received this 4th day of
December, 1996

/s/ Genevieve Wong
GENEVIEVE WONG, City Clerk

DESIGNATED CAMPGROUNDS
EXHIBIT NO. 1

1. BELLOWS FIELD BEACH PARK
2. HAUULA BEACH PARK
3. KAHE BEACH PARK
4. KAIAKA BAY BEACH PARK
5. KOKOLOLIO BEACH PARK
6. KEAAU BEACH PARK
7. KUALOA A BEACH PARK
8. KUALOA B BEACH PARK
9. LUALUALEI #1 BEACH PARK
10. MOKULEIA BEACH PARK
11. NANAKULI BEACH PARK
12. SWANZY BEACH PARK
13. WAIMANALO BAY BEACH PARK
14. WAIMANALO BEACH PARK

(7004CW)