



Policy for Permitted Filming on Maunakea

A State of Hawaii Film Office permit is required for filming on the University of Hawaii-managed lands on Maunakea ([HAR §20-26-65](#)). Formats include video, digital, film, and still photograph, or any other visual and audio recordings. Applications are available online at <https://filmoffice.hawaii.gov/news/permit-procedures/>. The Center for Maunakea Stewardship reviews completed applications with valid insurance, on a case-by-case basis, in consultation with the Film Office. Completed applications must be received at least 15 days in advance of the proposed filming. Additional lead time is necessary if more-than-minimal logistics and coordination are involved. Policy guidelines for approved filming are as follow.

A. Required Fees

Note: Refunds are not provided. Undeposited checks may be voided and returned at applicant's request.

1. A USD\$200 application fee applies, payable to **University of Hawaii at Hilo**. Mail to CMS at **200 West Kawili Street, Hilo, Hawaii 96720**.
2. Approved applicants must have either a CMS property representative or observatory host who will accompany the applicant during their entire duration on Maunakea. The CMS fee is \$100/hour and shall include two hours of travel time between IfA Hilo and Halepōhaku. Proof of payment, e.g. FedEx tracking number, shall be submitted with application documents. Actual payment must be received in order to proceed with review. **Check, payable to University of Hawaii at Hilo, shall be mailed to CMS at 200 West Kawili Street, Hilo, Hawaii 96720.**

B. Insurance

1. The Licensee shall procure, at Licensee's own cost and expense, and keep in force during the entire period of this License, with an insurance company or companies acceptable to the Licensor:
 - a. Commercial General Liability Insurance: \$1 million per occurrence, \$2 million aggregate, which should include coverage for: Bodily Injury, Property Damage, and Products Liability.
 - b. Business Automobile Liability Insurance: \$1 million bodily injury per person, \$1 million bodily injury per accident, and \$1 million property damage each accident), to include either "any auto" or "scheduled, hired, owned, non-owned autos".
 - c. Workers Compensation: Statutory Limits.
 - d. Employer's Liability: \$1 million bodily injury – each accident; \$1 million bodily injury by disease – policy limit; \$1 million bodily injury by disease – each employee.

- e. Common Provisions: (1) Each insurance policy shall be underwritten by a carrier rated at least an A – VII Financial Rating in A.M Best Key Rating Guide. (2) The University of Hawaii and State of Hawaii, must be added to all policies Licensee is obligated to obtain under this License (except for Workers’ Compensation insurance and Employer’s Liability insurance) as additional insured by endorsement (3) Insurance policies are primary and any University of Hawaii insurance will apply only in excess of and not contribute with insurance obtained by the Licensee, (4) All insurance obtained by Licensee shall contain a waiver of subrogation endorsement in favor of the University.
- f. Licensee shall, and shall ensure that the Licensee's insurance agent shall, provide Licensor notice of (a) any act or omission by Licensee or the Licensee's insurance agent that would allow the insurer to terminate or modify any of the insurance coverage within two (2) business days of such act or omission (including, but not limited to, failure to renew an insurance policy or pay a required premium therefor) and (b) notice of cancellation, limitation in scope, material change, or non-renewal by the insurer within two (2) business days of receipt.
- g. Licensee shall deposit with the University, a certificate of insurance necessary to satisfy the University that the insurance requirements have been satisfied. The Certificate Holder shall be named as: University of Hawaii, c/o Center for Maunakea Stewardship, 200 West Kawili Street, Hilo, HI 96720.
- h. Required wording in the Description of Operations section of the Certificate of Insurance:
 - i. State the Date(s), Location(s) and Time(s) of filming.
 - ii. “The State of Hawaii and University of Hawaii are named as additional insured with respect to the named insured’s filming activities for the commercial general and automobile liability policies. Liability coverage shall be primary and non-contributory. A waiver of subrogation is granted in favor of the University of Hawaii and State of Hawaii for all policies listed.”
- i. Should the applicant use any independent contractors, the applicant must agree to indemnify UH and the State of Hawai`i for any claims made by said independent contractors against said UH and State of Hawai`i for any personal injuries or property damages incurred by them.

C. General Safety and Logistical Concerns

1. Possession of a film permit does not guarantee access to the University’s managed lands on Maunakea. The Maunakea Access Road may be closed to the public, including film permit holders, due to weather and/or health and safety reasons, with no advance notice. Film permittees shall comply with Maunakea road and area closures.
2. All onsite film crew must pass the Maunakea Orientation quiz prior to entering the UH-managed lands, [Maunakea User Orientation \(hawaii.edu\)](http://hawaii.edu/maunakea).
3. Applicant will review CMS brochures.
4. Applicant will inform onsite personnel about the potential hazards of being on Maunakea (e.g., altitude sickness) and recommended precautions. A medical exam is advisable if there is any doubt about an individual’s fitness to work on Maunakea. CMS may require that a physician or emergency medical technician be present at applicant’s expense.

5. Within the UH Management Area, all personnel, employees, and independent contractors will abide by all applicable policies, rules, regulations and laws and will comply with instructions from authorized CMS representatives.
6. All onsite personnel must be 13 years of age or older.
7. Film crew will provide own transportation.
8. Four-wheel-drive (4WD), with low-gear engaged, is required for travel above Halepōhaku (see [HAR §20-26-28\(a\)\(8\)](#)).
9. No accommodations or meals available on site.

D. Filming Itinerary and Boundaries

1. Detailed itinerary stating filming date(s), time(s), location(s), number of personnel, equipment, and onsite activities shall be stated in the application.
2. Filming activity is limited to the filming location(s) stated in application.
3. Film crew must stay on designated paths, roadways and parking areas. Off-trail travel is prohibited.
4. For filming of and/or access into the Mauna Kea Ice Age Natural Area Reserve, approval is required from the Department of Land and Natural Resources, Natural Area Reserve, not UH.

E. Requirements Concerning Cultural and Environmental Protection

1. In accordance with UH's General Lease S-4191, the 2009 Comprehensive Management Plan, and the 2022 Mauna Kea Science Reserve Master Plan, filming must not have a negative impact on any cultural, environmental, recreational, and scientific resources or access.
2. The Maunakea Invasive Species Management Plan ([Invasive Species Management Plan \(hawaii.edu\)](#)) requires all vehicles, occupants, and belongings be free of invasive species when entering UH managed land on Maunakea. Standard Operating Procedure (SOP) #1 is sufficient for most brief visits.
3. Driving or hauling equipment off designated roads and trails is prohibited.
4. Be trash-responsible and properly dispose of waste in designated receptacles. Do not allow trash to become windblown.
5. Do not introduce foreign materials.
6. Do not move or remove rocks, plants, or any other natural resources.
7. No permanent structures, markings, or physical changes to the landscape are allowed.
8. Equipment shall not be left unattended. All equipment will be removed upon completion of filming.

F. Requirements Concerning Observatories

1. Filming must not interfere with the activities of the Maunakea Observatories.
2. Observatories must agree to any filming. If approval is not obtained, the observatory may not be filmed, including for any scenic or b-roll filming.
3. Use of radio transmittals including cellular telephones, WiFi, Bluetooth devices and walkie-talkies in the Science Reserve is prohibited ([HAR §20-26-23](#)).

4. Applicant must ensure that scientists or observatory workers are not blocked from access to/from the observatories during the filming activity (i.e., observatory vehicles must not be held from traveling on the Mauna Kea Access Road for any more than five minutes at a time).
5. Filming activity must end prior to sunset.
6. Use of headlights is required by law, including when driving on the summit after dark. Avoid pointing headlights at or into any observatory dome. Take precaution if using low beams.
7. Use of outdoor artificial lights, such as floodlights for external shots after sunset, is strictly prohibited.
8. Use of smoke in any form, colored or normal, is strictly prohibited.

G. Use of Aircraft

1. Aerial photography may be approved only under exceptional circumstances. Minimum 30 days lead time for coordination.
2. Unmanned Aerial Vehicles (e.g., drones) are prohibited above Halepōhaku ([HAR §20-26-29](#)). No landing of aircraft within the Science Reserve.
3. Larger, manned aircraft must stay at least 500 feet above ground surface.

H. UH Sponsored Tours

1. Applicant is requested to inform its audience that children under the age of 13, pregnant women, and persons with respiratory or heart conditions, are not allowed on UH-sponsored tours on the Maunakea summit. Applicant also requested to inform its audience that the University welcomes participation in the VIS public stargazing programs when available. The VIS is located at 9,200 feet.

Please sign, date and return this form with your complete film application by email to your CMS contact and cc cmshilo@hawaii.edu.

Signature

Title

Print Name

Date