FAQ List for Campus Center Meeting and Event Services

Definitions
ASUH: Associated Students of the University of Hawaii-Manoa
CCMES: Campus Center Meeting and Event Services
IDO: InterDepartmental Order - for UH Manoa Campus Only
EMS: Event Management System - online reservation system to book space in Campus Center and Hemenway Hall
P Card: Purchase Card/credit card used by University of Hawaii Departments
RIO: Registered Independent Organization of the University of Hawaii-Manoa (a.k.a. student club)
SAPFB: Student Activity and Program Fee Board

Helpful Links
Campus Center Meeting and Event Services Website, includes a copy of this FAQ list and all forms:
http://www.hawaii.edu/campuscenter/services/me.html

Room and Table Reservation Rates: http://www.hawaii.edu/campuscenter/services/roomandtablerates.html

Event Management System - Reservations Website: http://ccserver.caps.hawaii.edu/virtualEMS/

Manoa Work Coordination Center Website: http://www.manoa.hawaii.edu/facilities/

Tutorial Videos:
Logging In: http://www.youtube.com/watch?v=ZajpGZ9zyRM
Room Request: http://www.youtube.com/watch?v=QywczK1ey2s
Helpful Tips: http://www.youtube.com/watch?v=LYDt85jwHw8
General Question

1) Is there a way that I can see a demo of how to use the EMS website?

EMS Account

1) How can I make an EMS account?
2) What do I use as my username and password?
3) If I am a UH Student that is not part of a RIO, am I able to make reservations?
4) Can my RIO have a group EMS account?
5) If my student organization is not registered, can I request an account and reserve facilities?

Requests

1) Can I make a reservation for a “private” or “personal” party (e.g. graduation, retirement, birthday party… etc.)
2) Is it possible to see a room before the event?
3) How do I submit a room reservation request?
4) How far in advance can we make requests?
5) What does “First available booking date violation” mean?
6) What does “The date(s) you requested violates your last allowed booking date” mean?
7) I think I shouldn’t have any charges, why must I enter my billing address detail?
8) What are the different tables/chairs set-up styles?
9) Can we request to change the style of the room from the default set-up?
10) Can we combine rooms to make a bigger room?
11) How to make recurring events (e.g. weekly club meetings for entire semester) on one reservation?
12) I submitted a request online, how do I know it’s confirmed?
13) Can I serve food at an event?

Forms

1) What is a Food Waiver Form?
2) ONLY FOR RIO’S: What is a Fundraiser Form?
3) ONLY FOR RIO’s: How can I reserve facilities on UH Manoa campus outside of Campus Center and Hemenway?
4) As a RIO or Department, are we allowed to rent out equipment from CCMES if our event is not in Campus Center or Hemenway Hall?

Payments

1) What types of payment methods does your office accept?
2) Do we need to pay for the event in advance?
3) FOR RIO’s and DEPARTMENTS: Do you accept payment by ASUH or SAPFB Funding?

Cancellation

1) How can I cancel a booking or reservation?
2) What is the cancellation policy?

Contact

1) Who can we contact if we have more questions?
**General Question**

1) Is there a way that I can see a demo of how to use the EMS website?
   a. Yes, listed below are the tutorial videos:
      1) Logging In - Learn how to create an EMS account and how to log in once you have made an account.
      2) Room Request - Learn how to create a room request
      3) Helpful Tips - Learn how to: 1) Request weekly meetings/recurring events on one reservation; 2) Combine rooms to accommodate a larger group size; 3) Cancel bookings through EMS.

**EMS Account**

1) How can I make an EMS account?
   a. (Watch our “Logging In” Video) YOU MUST BE ONE OF THE SIX AUTHORIZED MEMBERS FROM YOUR GROUP IN ORDER TO QUALIFY FOR AN ACCOUNT. Go to My Account, then click on Create an Account. Here you must fill out:
      1) All asterisked areas
      2) Phone Number
      3) Notes Section (Please state which group you are affiliated with in this section).
      PLEASE NOTE: This will only be a request. Once you have put the request in, give us 2-3 business days to activate your account. We will send you an email to let you know when it is activated.

2) What do I use as my username and password?
   b. (Watch our “Logging In” Video) Your username is your full email address (e.g. ccmes@hawaii.edu) that you entered as your EMS account request. If you have forgotten your username or password please call us at the office, 808-956-2525.

3) If I am a UH Student that is not part of a RIO, am I able to make reservations?
   a. Yes, UH students are allowed to make one reservation per semester, ONLY FOR SCHOOL RELATED PROJECTS. All other requests will be considered Category 7. See our Room and Table Reservation Rates.

4) Can my RIO have a group EMS account?
   a. No, we only accept individual accounts from one of the six authorized members of the RIO group.

5) If my student organization is not registered, can I request an account and reserve facilities?
   a. Your group can make reservations, but they would be considered Category 7. See our Room and Table Reservation Rates.

**Requests**

1) Can I make a reservation for a “private” or “personal” party (e.g. graduation, retirement, birthday party... etc.)
   a. Yes. See Category 7 on our Room and Table Reservation Rates.

2) Is it possible to see a room before the event?
   a. Yes, call us to make an appointment, 808-956-2525.

3) How do I submit a room reservation request?
   a. PLEASE NOTE: For optimal results, use Mozilla Firefox or Internet Explorer. DO NOT USE Google Chrome or Safari. (Watch our “Room Request” Video) Log in to the room reservation system and select the Reservation tab, located on the menu bar. Select Room Request.

Proceed to the When and Where area on the left to enter data into the request criteria.

**STEP 1 - WHEN & WHERE**

1. Enter or click on the calendar icon to select one date, or click on Recurrence (refer to Requests Section, question #11) to select a range of dates.
2. In the Time section, enter the Start Time and End Time.
3. Select the Facilities (location) you wish to use: Campus Center, Hemenway Hall, Table Areas
4. In the Setup Information section, enter your event’s Attendance number. PLEASE NOTE: Refer to the ROOM INFORMATION sheet for set-up information and capacities. When making your online request, maximum attendance number for each of the rooms is based on the room’s listed default capacity.
5. Click Find Space. A listing of available location will appear in the Availability section on the right side of the screen.
Requests continued

**STEP 2 - LOCATION**

1. After clicking **Find Space**, the **Location** tab displays the rooms in the Availability section. You can click to show results as a list or a grid.
2. Choose a location by clicking the + button to the left of the room name you wish to request.
3. Your choice will be displayed above in the **Selected Location** section. To remove a location, click the X to the left of the **Date** column.

**STEP 3 - DETAILS**

1. Click the **Details** tab and enter specific information about your room request.
2. Complete the necessary information. Required information is indicated by a **red asterisk**.
3. **Audio/Visual Equipment**: There are rental charges for some equipment. Please contact us to find out more information for these items.

4) **How far in advance can we make requests?**
   a. We accept requests one year in advance.

5) **What does “First available booking date violation” mean?**
   a. The space being requested is within two business days of the event. You will need to come into our office, Campus Center 209, to fill out a form to book the space.

6) **What does “The date(s) you requested violates your last allowed booking date” mean?**
   a. It means that you are trying to reserve further than one year in advance. It may be possible to accommodate special requests. Please call us at 808-956-2525.

7) **I think I shouldn’t have any charges, why must I enter my billing address detail?**
   a. Besides Room Rental Fees, there are fees that MAY apply to an event, including: Damage Fees, Clean up Fees, Set-up Fees, Tech Fees, etc.

8) **What are the different tables/chairs set-up styles?**

   ![Set-up Styles Diagram]

   a. Default set-ups for each room can be found on the **Room Information** sheet.

9) **Can we request to change the style of the room from the default set-up?**
   a. Yes. A setup fee will be applied. Refer to the **Room Usage Fee List** tab to see the full list of set-up fees.

10) **Can we combine rooms to make a bigger room?**
    a. (Watch our “**Helpful Tips**” Video) Yes, we do have several meeting rooms in Campus Center that can be combined. These include: CC 307, 308, 309, 310 and 203A, 203B, 203C.

   **Steps:**
   1) Reserve the rooms separately on the EMS website.
   2) Enter a note in the “**Special Requirement**” section that you would like to combine the rooms.

   **PLEASE NOTE**: If you would like to change the set-up from the default there will be an additional charge.
Requests continued

11) How to make recurring events (e.g. weekly club meetings for entire semester) on one reservation?
   a. Steps: (Watch our “Helpful Tips” Video)
      1) When starting to make your room request, click on the Recurrence button next to the date field
      2) Enter the Start Time and End Time
      3) Select a Pattern (Daily, Weekly, Monthly, or Random)
         1. You will also be able to choose on what days of the week your group will be having your weekly
            meetings.
      4) Enter the Range of Recurrence
      5) Click on Apply Recurrence

12) I submitted a request online, how do I know it’s confirmed?
   a. Once you submit the request, it should show up in the View My Requests and the space will be saved for you. The
      event is still pending until you receive a confirmation email. Events are usually confirmed about 3-4 weeks prior
      to the event date. If you need a confirmation earlier, please call us at 808-956-2525.

13) Can I serve food at an event?
   a. Yes. Refer to Forms Section, question #1 for requirements regarding serving food at events.

Forms

1) What is a Food Waiver Form?
   a. Having certain types of food will require a food waiver form to be turned in to CCMES.

   Food can be catered by:
   1) Manoa Dining Services Catering - Office: CC209, Phone: 808-956-2186, Email: catering@hawaii.edu
      a. PLEASE NOTE: Category 7 events (refer to Room Usage Fee List for category descriptions) are required to order through Manoa Dining Services Catering.

   2) All Other Food - Allowed with the following requirements:
      a. Events in Campus Center/Hemenway Hall: Food Waiver Form NEEDED. In addition:
         1) If using an outside catering group, a copy of the catering group’s Food Establishment Permit is also required.
         2) If serving/selling food to the public, a Temporary Food Establishment Permit from the Department of Health is also required.
         3) Restrictions on what foods are allowed will apply. Refer to instructions on the Food Waiver Form or inquire with CCMES staff.

      b. (ONLY FOR RIO’s) Events on-campus, but outside of Campus Center/Hemenway Hall: Food Waiver Form NEEDED. The University’s Food Service Manager’s signature is required BEFORE CCMES can sign off on the form.

2) ONLY FOR RIO’S: What is a Fundraiser Form?
   a. This form is needed if you plan to have a fundraiser of any sort, including donations or drives, anywhere on-campus.
      1) You must turn in the Fundraiser Form with the ESTIMATED AMOUNT column filled out to the CCMES office BEFORE your event.
      2) Return to CCMES office AFTER your event to fill the ACTUAL AMOUNT column. PLEASE NOTE: If you do not complete the form before new RIO year (September 30th), your RIO will not be able to re-register.
      3) ALL GROUPS NEED TO HAVE A GENERAL EXCISE TAX LICENSE IN ORDER TO DO A FUNDRAISER.

3) ONLY FOR RIO’s: How can I reserve facilities on UH Manoa campus outside of Campus Center and Hemenway?
   a. Any of the six authorized members can come to our office, Campus Center 209, to pick up a Facilities Usage Form.
      1) You will need to fill out the contact information, and get the form signed by one of the Student Life and Development full-time staff members before leaving the office with the form. The form must be submitted to the Manoa Work Coordination office for approval. For more information on the other facilities, please visit the Manoa Work Coordination Center Website. PLEASE NOTE: We do not handle the reservations for the other facilities, so we do not know the availability of the rooms.
Forms continued

4) As a RIO or Department, are we allowed to rent out equipment from CCMES if our event is not in Campus Center or Hemenway Hall?
   a. Yes. We can also deliver the equipment for an additional charge. You would need to fill out an Out-of-Complex Request Form found in the CCMES office, Campus Center 209. A staff member will send you an email including the price quote and availability of the equipment requested.

Payments

1) What types of payment methods does your office accept?
   a. We accept Cash, Credit/Debit Card/P Card (American Express IS NOT accepted), Check (Made out to “University of Hawaii”), UH InterDepartmental Order (IDO), Purchase Order (RCUH, UH Foundation, or others)

2) Do we need to pay for the event in advance?
   a. Yes.

3) FOR RIO’s and DEPARTMENTS: Do you accept payment by ASUH or SAPFB Funding?
   a. Yes.

Cancellation

1) How can I cancel a booking or reservation?
   a. (Watch our “Helpful Tips” Video) You can only cancel a booking on our EMS website if it is in “Web Request” status. If your booking is no longer in the “Web Request” status you must email, call, or come into the office to cancel the reservation. PLEASE NOTE: You must be one of the contacts for the reservation to cancel it.

2) What is the cancellation policy?
   a. The cancellation of events in meeting rooms must be done 24 hours before the start of the event. If done after this time frame, set-up fees will apply. For Ballroom events, at least one week notice of cancellation is required or set-up fees will apply. Penalties may also apply if there is a ‘no-show’ or if cancellation is made after the given time frame of notice occurs. If a refund is requested, cancellations must be made in accordance to time frame listed and it must be received in writing. Department Special Programs (Category 5A) are subject to a different cancellation policy.

Contact

1) Who can we contact if we have more questions?
   Main Office, Campus Center 209: 808-956-2525
   Operations Coordinator - Joseph Orias: 808-956-5363
   Scheduling Officer - Iris Miura: 808-956-4817
   On-Site or After-Hours Cell Phone - Staff member: 808-741-7747
   Assistant Director of Meeting and Event Services - Laura Shimabukuro: 808-956-2317