

Reservations:

1. Users of the Campus Center facilities (Campus Center and Hemenway Hall) are organized into the following categories: Campus Center Board (CCB), Student Life & Development (SLD); Board of Regents (BOR); Chartered Student Organizations (CSO); Registered Independent Organizations (RIO); University Departments; Alumni/Faculty Retirees Association University of Hawaii at Manoa (FRAUHM); All Others.
2. Scheduling will largely be conducted on a first come, first serve basis with exceptions made at the discretion of Campus Center Meeting and Event Services (CCMES).
3. Lead time required by CCMES to provide the requested facility/space will vary according to the preparations required (e.g., room setup needed, extra staff on-hand, etc.).
4. Scheduling of academic classes is not allowed in Campus Center facilities.
5. Series events may be subject to a time restraint for placing reservations. Inquire with CCMES staff.
6. The cancellation of events in **meeting rooms** must be received by CCMES staff at least 1 business day prior to the start of the event. If done after this time frame, set-up fees will apply. For **Ballroom** events, cancellation must be received at least 7 business days prior to event start date or set-up fees will apply. If a refund is being requested, cancellations must be received by CCMES staff within the timeframe provided and in writing. 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 must be received in writing. Department Special Programs are subject to a different cancellation policy.

Food Services:

1. Manoa Dining Services can provide food service for events occurring in the Campus Center facilities. Contact Catering at (808) 956-2186. View their menu at: <http://www.uhmdining.com/catering.html>
2. Groups who would like to bring in food other than Manoa Dining Services Catering may do so with the proper form and documentation submitted to CCMES. Category 7 groups are required to use Manoa Dining Services' Catering unit.

Alcohol:

1. Approval is needed to serve alcohol at any event in the Campus Center facilities. An alcohol approval form must be filled out and signed by the appropriate Director/Vice Chancellor. This website provides more information: <http://www.manoa.hawaii.edu/food/alcoholpolicy/> Category 7 groups are required to fill out a separate form.
2. Manoa Dining Services' Catering unit must serve/sell alcohol for any event that is approved for the consumption/selling of alcohol in the Campus Center or Hemenway Hall buildings. Bale/Manoa Gardens staff members are approved to serve/sell alcohol in Bale/Manoa Gardens in Hemenway Hall.
3. Security may be required at events that include alcohol.

Physical Setup:

1. Arrangements for special equipment or services (sound system, technician, etc.) must be requested with CCMES. Lead time for special services is two weeks prior to the event.
2. Plans for decorations must be approved by CCMES.
3. Changes in the physical setup of a reserved space must be submitted to CCMES no later than two days prior to the event.
4. The sponsoring person/group is responsible for all damage to the facility and/or equipment furnishings, and for any loss of equipment/furnishings.
5. Furnishings and equipment may not be moved without permission.
6. There shall be no attachment of materials on any surface of the building. Exceptions may be granted at the discretion of CCMES.

Conduct and Responsibility:

1. Groups using facilities must restore them to original condition.
2. Groups reserving space are responsible for the behavior of their guests and members.
3. It is understood that the organization will abide by all statutes, ordinances, and policies of the state, city, University, and Campus Center.
4. Failure to observe such statutes, ordinances, and/or policies will result in suspension of scheduling privileges for a month, plus responsibility for repayment of "out-of-pocket" costs for restoration, etc.
5. It is agreed that any charges arising from the use of the Campus Center complex will be paid by the organization or individual responsible. This includes any property damage occurring from use of the facility under the provisions of the agreement.
6. Non-institutional users of University facilities offering classes or other programs of formal instruction must clearly indicate in all promotional material that the program is neither sponsored nor endorsed by the University of Hawaii.
7. Liability insurance is required for Category 7 events. Exceptions may be granted at the discretion of CCMES. Liability insurance is required from 3rd party vendors who provide services in our facilities. Refer to liability insurance details below.
8. The officers, member and/or official representatives of the organization shall at all times use due care for public safety and agree to indemnify, defend and hold harmless the University of Hawaii and the State of Hawaii its officers, agents, employees or any person acting on its behalf (1) from and against any claim or demand for loss, liability or damage, including but not limited to, claims for property damage, personal injury or death, by whomsoever brought, arising from any accident or incident arising out of or connected with the performance of this agreement and will reimburse the University of Hawaii for all attorney's fees, costs, and expenses in connection with the defense of such claims; (2) from and against all claims, suits, and damages by whomsoever brought or made by reason of the non-observance or non-performance of any of the terms, covenants and conditions herein or the rules, regulations, ordinances and laws of the federal, state, municipal or county governments.

Regulations continue on next page.

Liability Insurance:

- Event liability insurance
 - For: C7 events (company events; private parties, such as birthday parties, grad parties, etc.)
 - Require on policy:
 - Commercial general liability insurance with a minimum of \$1,000,000 per occurrence for both bodily injury and property damage;
 - Damage to rented premises coverage with a minimum of \$100,000 per occurrence.
 - The policy should state:
 - Certificate holder: University of Hawaii, 2465 Campus Road, Honolulu, HI 96822;
 - “The University of Hawaii shall be named as additional insured”;
 - “This insurance shall not be canceled, limited in scope of coverage or non-renewal until after 30 days written notice has been given to the University of Hawaii.”*
 - “It is agreed that any insurance maintained by the University of Hawaii and/or the State of Hawaii will apply in excess of, and not contribute with the insurance provided by this policy”;
 - “Insurer waives any subrogation rights against the University of Hawaii”
 - Specifically for C7 companies: Company needs to have sufficient Worker’s Compensation and Employer’s liability coverage in compliance with the laws of the State of Hawaii.
 - Resource for insurance: <https://tulip.ajgrms.com/> (Click on “Quick Quote”)
- 3rd party vendor insurance
 - For: 3rd party vendors who set-up for events and/or provide a service in Campus Center facilities.
 - Require:
 - Commercial general liability insurance with a minimum of \$1,000,000 per occurrence for both bodily injury and property damage;
 - Damage to rented premises coverage with a minimum of \$100,000 per occurrence;
 - Business automobile coverage with a minimum of \$1,000,000 each accident limit for bodily injury and property damage;**
 - The policy should state:
 - Certificate holder: University of Hawaii, 2465 Campus Road, Honolulu, HI 96822;
 - “The University of Hawaii shall be named as additional insured”;
 - “This insurance shall not be canceled, limited in scope of coverage or non-renewal until after 30 days written notice has been given to the University of Hawaii.”*
 - “It is agreed that any insurance maintained by the University of Hawaii and/or the State of Hawaii will apply in excess of, and not contribute with the insurance provided by this policy”;
 - “Insurer waives any subrogation rights against the University of Hawaii”
 - Company needs to have sufficient Worker’s Compensation and Employer’s liability coverage in compliance with the laws of the State of Hawaii.

*For events occurring within 30 days, policy should state “Insurance shall not be canceled or limited in scope of coverage before commencement of the event, or during the event (for those on multiple days).”

**Business automobile coverage may not be required for certain companies. Please inquire with a CCMES staff member for more information.

Additional policies regarding using the Campus Center Facilities are available at <http://www.hawaii.edu/campuscenter/services/me.html>