



## TABLE POLICIES

- A. Scheduling of tables in designated areas of the Campus Center Complex shall be handled through the Campus Center Meeting & Event Services (CCMES) Office.
- B. The Campus Center will designate the location of all assigned tables. Once a table has been assigned and stationed, it cannot be relocated without prior approval from CCMES.
- C. Only equipment provided by the Campus Center shall be used (this includes audio-visual equipment and display boards of any kind) unless approved, in advance, by CCMES.
- D. Chairs and any other equipment needed must be checked-out/checked-in at the CC209 front desk. Picture I.D. is required to check-out items.
- E. Equipment may not be taken out of the Campus Center Complex buildings.
- F. Only one table per registered organization shall be reserved at a time, unless approved in advance, by CCMES.
- G. Nothing is to be attached to any surface of the building in any way without prior approval by CCMES.
- H. If the table space is used to sell products or distribute food, additional forms will be required. Inquire with CCMES for details.
- I. The Campus Center reserves the right to deny use of its facilities and/or equipment at any time.
- J. If the table space requested will no longer be needed, contact CCMES before the reserved time begins. Failure to cancel event will result in a "no-show" record, which may result in penalties.
- K. Violation(s) of any of the facility use procedures may result in loss of facility access/use.
- L. Liability insurance may be required for Category 7 users. Inquire with CCMES for details.
- M. Rental fees apply for Category 7 users.

I have read the policies above and understand that the Campus Center reserves the right to withdraw the privilege of using the tables and the premises if the policies are not observed.

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 at Manoa 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.

I also agree to assume full responsibilities for the care and security of the Campus Center equipment. Any damage to, or loss of, such equipment shall be charged to the sponsored department or organization.