

REGULATIONS FOR USE OF PREMISES

Reservations:

1. *The following Priority order is observed for reserving Center facilities:*
 - a. *First Priority: Registered Student Organizations-Manoa, and Registered Students-Manoa. In this category, organizations chartered by the Board of Regents shall have top priority.*
 - b. *Second Priority: Faculty, Staff Administration-Manoa*
 - c. *Third Priority: Alumni-UH Manoa*
 - d. *Fourth Priority: All others*
2. *Scheduling will be conducted on a first come, first serve basis in order of above priority.*
3. *Lead time required by the Scheduling Office to provide the requested facility/space will vary according to the preparations required (e.g., room setup needed, extra staff on-hand, etc.). It is anticipated that facilities such as meeting rooms, if not previously reserved, may be used on a walk-in basis, provided there are no setup requirements in that room.*
4. *Series events (e.g. meetings) may be scheduled on the basis of five per month, one month in advance. Board of Regents and chartered organizations' programs and meetings may be scheduled at the beginning of the semester.*
5. *The penalty for non-use of a reserved facility/space: suspension of scheduling privileges for a month. The penalty will not be effected if scheduler officially cancels one working day before the event in the case of meeting rooms, etc., or one week before in the case of the ballroom or any event involving food catering.*

Food Services:

1. *All food or refreshments of any kind must be cleared through Sodexho. No outside food may be brought into any building without advance approval by Sodexho. A food waiver request form can be picked up at the Scheduling Office.*

Physical Setup:

1. *Arrangements for special equipment or services (P.A., Technician, etc.) must be made at the Scheduling Office. Lead time for special services is two weeks prior to the event.*
2. *Plans for decorations must be approved by the Campus Center management.*
3. *Changes in the physical setup of a reserved space must be submitted to the office no later than two days prior to the event.*
4. *The sponsoring person or group is responsible for any and 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.*

Conduct and Responsibility:

1. *Groups using facilities must restore them to original condition.*
2. *Groups reserving space in the Center are responsible for the behavior of their guests and members.*
3. *It is understood that the organization will abide by all statutes, ordinances, and polices 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 indicated. This will include any property damage occurring from use of the facility under the provisions of the agreement.*
6. *The officers, members 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, and their officers, employees, agents, or any person acting on their behalf from and against: (1) 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 connected with the performance of this agreement; (2) All claims, suits and damages by whomsoever bought or made by reason of the non-observance or non-performance of any of the terms, covenants and conditions herein of the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. And furthermore, shall reimburse the University of Hawaii and the State of Hawaii, and their officers, employees, agents, or any person acting on their behalf for all attorneys fees, costs, and expenses incurred in connection with the defense of such claims.*
7. *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 at Manoa.*