CAMPUS CENTER COMPLEX DISPLAY TABLE POLICIES

A. Scheduling of tables in designated areas of the Campus Center Complex shall be handled through the Meetings & Events Office.

B. 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 the Meetings & Events Office.

C. The total number of tables scheduled in the Mall area shall be limited to a maximum of TWENTY (20) at any given time.

D. Maximum length of scheduling shall be two (2) weeks.

E. Only one table per registered organization shall be reserved at a time, unless approved in advance, by the Meetings & Events Office.

F. Display Boards: A display board supplied by the Campus Center may be reserved and used in conjunction with a table.

G. Equipment may not be taken out of the Campus Center Complex Buildings.

H. Equipment must be checked out daily. Check-in/check-out at the front desk located in CC 208.

I. Nothing is to be attached to any surface of the building in any way without prior approval of CC staff.

J. Any distribution of handbills or dissemination of information, verbal or otherwise, shall be done from behind the table.

K. 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 the Meetings & Events Office.

L. The Campus Center reserves the right to deny use of its facilities and/or equipment at any time.

M. Violation(s) of any of the above facility use procedures may result in loss of facility access/use.

N. The penalty for non-use of a reserved facility/space: suspension of scheduling privileges for a month and loss of any unused reservation fee. The penalty will not be effected if the Scheduling Office is contacted prior to the event and the event is officially cancelled by the Scheduler.

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, 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, and 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 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. 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 attorney’s fees, costs, and expenses incurred in connection with the defense of any such claims.

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.