

Policies Governing Use Of

RIO CENTER

The CAPS staff is committed to maintaining a clean and comfortable RIO Center for all. You can do your part to make the Center a positive space by following the policies below:

- The Center is for the exclusive use of all Registered Independent Organizations (RIOs) at UH-Mānoa. If your group is not currently registered with the University, visit the CAPs office at Campus Center 208, or call (808) 956-8178.
- Mailboxes and lockers are assigned by the CAPS office in CC 208. Locks will be removed on all unauthorized lockers.
- Mailboxes and lockers are for the exclusive use of the RIO and not for personal use; lockers are for the storage of the organization's records, documents and supplies.
- No food or perishable goods, chemicals, flammables, equipment, dangerous or illegal nature or otherwise inappropriate materials and goods may be stored inside lockers.
- No painting is allowed in the Center. Please request assistance from our maintenance staff (808) 277-6371, if you will be working on projects that involve ink, paint, glue, etc. that could damage the carpet or furnishings.
- Please return all furniture to original set-up.
- Please dispose of all rubbish in rubbish container(s) provided.
- Bulletin boards are for the posting of organization and University activities, and are not to be claimed or used by any single organization.
- Use of RIO Center is subject to all University policies and procedures.

RIO CENTER



HOURS OF OPERATION

Monday through Friday: 8:00 a.m. to 9:00 p.m.

Saturday: 8:00 a.m. to 4:30 p.m.

Sunday: Closed

Building hours may vary during winter and spring breaks, summer terms and holidays. Therefore, please contact the CAPS Meetings and Events office, located at the Campus Center, room 209 or at (808) 956-2525 to confirm Hemenway Hall Building hours.

Questions or Concerns?

Call the CAPS office at 956-8178 or visit Campus Center 208