

# Center for Korean Studies Building Use Policy

## Groups Allowed for Usage of Building

Priority will be given in the following order:

1. Center for Korean Studies (CKS)
2. University of Hawaii (UH) Korea-related departments\*
3. School of Pacific and Asian Studies
4. UH departments (non Korea-related)\*
5. Non-UH groups with Korea-related academic and cultural events must have a CKS faculty member sponsor

\*Only students with a CKS faculty member as his/her committee chair may request to use the building for their thesis or dissertation presentations.

**Please Note: CKS will not take reservations for non-UH and non Korea-related events.**

## Building Usage

- No food/beverages allowed in the Auditorium or Conference room. Bottle water is acceptable for presenters.
- Monday – Friday, 8:00 a.m. – 4:30 p.m.
  - Intended for meetings, lectures, and presentations.
  - NO FOOD/BEVERAGES, LOBBY USE OR RECEPTIONS ALLOWED.
  - Exception: Conferences and functions with the CKS Director's approval
- Monday – Thursday, after 4:30 p.m.
  - Korean and/or academic-related meetings, lectures, presentations and receptions (only in the lobby) with food and beverages allowed
  - If alcohol will be served or serviced by or to faculty and staff, a copy of the approved Request for Service or Sale of Alcoholic Beverages By or To Faculty and Staff is due one week prior to the event to the CKS Secretary (<http://www.manoa.hawaii.edu/food/alcoholpolicy/index.htm>).
  - If alcohol will be served or serviced by or to students, a copy of the approved Request for Service or Sale of Alcoholic Beverages By or To Students is due one week prior to the event to the CKS Secretary (<http://www.manoa.hawaii.edu/food/alcoholpolicy/index.htm>).
  - A department representative will be responsible for cleaning up food and tables, discarding trash outside, replacing furniture back to its original formation, turning off lights, properly securing the building, and returning building key (see Closing Procedures).
- Friday 4:30 p.m. – Sunday and Holidays
  - CLOSED
  - Exception: Conferences and functions with the CKS Director's approval

## Requests

- All requests must be made through the CKS Secretary at 956-7041
- Requests for meetings, lectures, presentations and other events of this nature can be reserved up to six (6) weeks in advance.
- Exception: Conferences and CKS faculty member functions may be made up to six (6) months in advance with the CKS Director's approval
- Departments with receptions and large events must complete the Request for CKS Room Use form. The form is available on our CKS website ([www.hawaii.edu/korea](http://www.hawaii.edu/korea)) or from the CKS Secretary.
- Requests may also be determined by event size.
  - Seating capacity:
    - Auditorium=96
    - Conference room=32
    - Lobby=60-75 (standing room)
- Include set-up and breakdown time in start and end times.

## Equipment

- Equipment provided in Auditorium and Conference room includes:
  - Large screen
  - Ceiling multi-media projector
  - DVD player
  - VCR (Conference room only)
  - Computer (Conference room only)
  - Microphone/podium (Auditorium only)
- If showing PowerPoint presentations in the Auditorium, a laptop (preferably PC) is required.
- Test equipment or multi-media: schedule one-day before event.
- At this time, there is no charge to use our rooms with technical equipment. If misuse of equipment is found, responsible department will be liable to pay for repair or replacement.

## Closing Procedures (Evenings only)

- Building key
  - Must be picked up the day of event from CKS Secretary.
  - Building key must be returned to the CKS Secretary the next day by 9:00 a.m.
- Food/beverages served in the lobby
  - All trash cans must be emptied and trash bags should be removed and taken to the green dumpster located outside next to the Center parking lot by the temporary portables.
    - There is extra trash bags located in the drawer of the white desk next to room 105.
  - Tables used must be wiped down and put away in its original location.
  - Any spills must be cleaned up right away.
- Any furniture moved must be returned to its original location and formation.
- Securing the CKS building
  - After the event, make sure all lights are turned off (there are lights on the second floor that remain on for security), including the men's and women's restrooms.
  - Securing doors
    - Side door may be locked either from inside or outside of the building. It is suggested that you lock these doors first.
      - From the inside, lock the green wooden door first, then the glass door
    - Front door: green wooden doors can only be locked from the outside
      - Secure left glass door first with the latches to the floor and the top of the door frame.
      - Lock the right glass door.
      - Secure left wooden door with the latches to the floor and the top of the door frame.
      - Lock the right wooden door.

## Non-Compliance

Non-compliance of CKS policy and rules will result in a warning for the first offense. Second non-compliance will result in usage privileges revoked for one (1) year.

**CENTER FOR KOREAN STUDIES**  
**REQUEST FOR AUDITORIUM, CONFERENCE ROOM AND LOBBY USE**

Date: \_\_\_\_\_

UH Department: \_\_\_\_\_ Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Function/Event: \_\_\_\_\_ (Attach flyer with information)

Request for:  Auditorium  Lobby  Conference Room

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Approximate No. attending: \_\_\_\_\_

Food/Beverages served?  Yes  No Alcohol served?  Yes  No (If yes, submit approved request form)

Person in charge of locking/securing CKS building: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Useful Information**

See CKS Building Usage Policy for detailed information

- Seating capacity: Auditorium-96; Conference Room-32; Lobby-60-75 (standing room)
- No Friday evening, weekend, or holiday usage.
- Lobby use for receptions is allowed after 4:30 p.m. Monday – Thursday.
- No food or beverages in the auditorium or conference room. Bottle water is acceptable for presenters.
- If alcohol is served, submit copy of form Request for Service or Sale of Alcoholic Beverages By or To Faculty and Staff or Request for Service or Sale of Alcoholic Beverages By or To Students one week prior to event to CKS Secretary.
- Include set-up and breakdown time in your start and end times.
- Equipment provided in auditorium and conference room includes:
  - Large screen
  - Ceiling multi-media projector
  - DVD player
  - VCR (conference room only)
  - Computer (conference room only)
  - Microphone/podium (auditorium only)
- If showing PowerPoint presentations in the auditorium, a laptop (preferably PC) is required.
- Test equipment or multi-media: schedule one-day before event.
- At this time, there is no charge to use our technically equipped rooms. If misuse of equipment is found, responsible department will be liable to pay for repair or replacement.

The person in charge of locking/securing building is also in charge of picking up the building key the day of the event, making sure the trash is removed from the building as well as cleaning up any spills on the floor or table tops. Any furniture moved from its original location will be returned to its original location. Building key must be returned the next day by 9:00 a.m.

I have read and understand the useful information provided on this request sheet and CKS Building Usage Policy. **Non-compliance of CKS policy and rules will result in a warning for the first offense. Second non-compliance will result in usage privileges revoked for one (1) year.**

\_\_\_\_\_  
Signature Date

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Approved Disapproved

\_\_\_\_\_  
Date

CKS Director