

Center for Korean Studies Building Use Policy

Groups Allowed to Use 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 approving to sponsor the event and a memo describing the program in written details.

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

Building Policies/Use/Hours/Other:

1. Policies

- Events with registration fees – must provide a copy of the registration form and information.
- Fax your building request forms to the CKS Admin Assistant @ 956-2213
****Note: Phone calls received to check for available dates/times are not guaranteed.
No firm dates/times will be given until the Center receives & approves your building request form & flyer.**
- Meetings, lectures, presentations; must be Korea/Korean and/or academic-related.
- Must submit your request at least one (1) month and no later than ten (10) working days prior to event date.
Exception: Korean and/or academic conferences and CKS faculty member functions may be made up to six (6) months in advance with the CKS Director approval.
- Request may be denied if the size of an event is determined to be inappropriate for the facility.
- Request event “start and end time” must include set-up and breakdown.
- Event function announcement/flyer with information must be submitted with your request.
- Requestor(s) listed on the request form must be present during the entire event and are responsible for the use of the facility room equipment and furniture.
If approved, additional building policies will be sent to the department representative(s)
- Service or consumption of alcoholic beverages on campus or activities sponsored by University organizations or units requires special **permission from the Vice Chancellor for Administration, Finance and Operations (VCAFO). All consumption of alcoholic beverages on campus involving students requires an additional endorsement from the Office of the Vice Chancellor for Students (VCS).** A minimum of two signatures are required on the request forms from the sponsoring organization or group.
Requester must submit a complete copy with all authorized signatures including the VCAFO & VCS (if event includes students) request for service or consumption two (2) weeks prior to your event date.

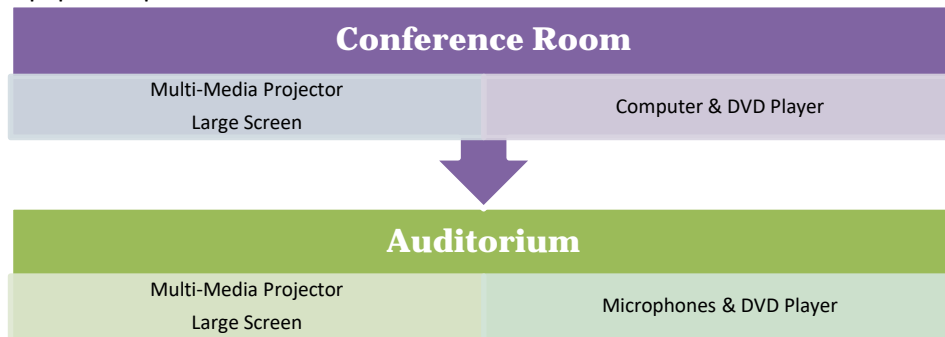
Click on the following link for additional information and forms –

<http://www.manoa.hawaii.edu/food/alcoholpolicy/index.htm>

- Anticipate two (2) business days for your request to be approved by CKS.
- Performance –
 - (1) – are not allowed during business core work hours (7:30 AM – 4:45 PM).
 - (2) – must submit a detailed memo for approval with this request providing information about your performance such as: type of performance; will instruments be used, will the performers be using any type of body oil or heavy makeup that could leave stains to the carpet and furniture materials?
- Misuse or damages to CKS facility, responsible department will be liable to pay for repair and/or for replacement.
- Events serving all day food and drinks or catered reception must schedule after hour janitorial services and user to bear the cost for the services.
- Events serving light refreshments must sweep the lobby area at the end of their event.

2. Use

- **MANDATORY – NO FOOD/BEVERAGES ARE ALLOWED IN THE AUDITORIUM or CONFERENCE ROOM**
 **Exception: Bottled water is acceptable for presenters
- Refreshments are to be served and consumed in the lobby area only.
- Equipment provided in Auditorium and Conference room includes as follows:



- Users are required to furnish their own PC or Mac laptop, adapter cables, HDMI cable, clicker for PowerPoint presentations in the auditorium.
- First time users are required to schedule an appointment to test the audio/media equipment prior to your event.
- CKS staff does not provide any technical support or assistance.

3. Hours

- Monday – Friday, 8 am – 4:30 pm (Building Secure @ 4:30 pm & No Staff Member Available)
 - Intended for meetings, lectures and presentations
 - *Light refreshments served and consumed in the lobby area only. *
 - **Be courteous and keep noise level down in the lobby, while others are working and/or teaching**
- Monday – Thursday, after 4:30 pm
 - No staff available
 - Receptions are held only in the lobby.
- Friday 4:30 pm – Weekends and Holidays CLOSED
 - **Exception: Conferences and functions with the CKS Director’s approval**
 - No staff available to assist after 4:30 pm

Activities ending after 4:30 pm must make closing arrangements with CKS Admin Assistant.

4. Entertainment

- Performances in the auditorium during regular business hours must be kept to a minimum noise level.
- No entertainment in lobby during business hours (M – F, 7:45 AM to 4:45 PM)

5. Other Information

- Seating Capacity:
 - Auditorium – 96
 - Conference Room – 28 (no additional chairs are available)
 - Lobby – 60 – 75 (standing room)
- Guest Parking – Users are responsible to inform guest about parking on campus.
- Microphones are not available in the conference room.

***Please initial that you have read the above building use policies:**

Primary Requestor: _____

**Reminder - requestor must be present during the entire event.

Alternate Requestor: _____

**Reminder - requestor must be present during the entire event.

CENTER FOR KOREAN STUDIES
REQUEST FOR AUDITORIUM, CONFERENCE ROOM & LOBBY USE

Date: _____

UH Department: _____

Primary Requestor Responsible for Use of CKS:

Name: _____

Phone: _____ Email: _____

Alternate Requestor Responsible for Use of CKS:

Name: _____

Phone: _____ Email: _____

Event Date: _____ Start Time: _____ End Time: _____

*Note: Request for more than one (1) day, please list dates/times/rooms on a separate sheet.
Include set-up and breakdown time in your start and end times.*

Approximate No. Attending: _____

Name of Function Event (attach flyer w/information):

*Note: Mandatory - CKS will not review your request without an event flyer or meeting announcement.
Flyer must indicate a department contact phone no.*

Does activity involve some type of charge? Yes No

Specify (ex: conference/workshop fee): _____

Request for: Auditorium Conference Room Lobby

Type of Event for Auditorium Use:

Conference: Panel Discussion: Other: _____

Will microphone(s) be required for your event? Yes No

If so, how many? 1 2 3 4

Type of microphones: Tabletop: Standalone: Podium:

Note: Microphones are only available in the auditorium

Food/Beverage served? Yes No Alcohol Served? Yes No

(If yes, must submit a copy of your approved alcohol form)

Were the CKS building use policy procedures read by the:

Primary Requestor: Yes _____
(Primary Signature)

Alternate Requestor: Yes _____
(Alternate Signature)

The **primary** and **alternate requestors** are the point of contact and either one must be present during the entire event and must ensure that the CKS policy procedures are followed. Requestors are responsible to setup and power down CKS audio equipment. **Events providing all day refreshments must schedule after hour janitorial services with UHM Facilities and user to bear the cost for the services provided.**

Note: Form will only be reviewed if all required questions are answered & event flyer is attached (flyer must contain dept. contact name and phone no.). Alcohol form approved by the Vice-Chancellor Office for Administration, Finance and Operation must be submitted to CKS two (2) weeks prior to event date (if required).

Reservations must be made at least ten (10) working days prior to use. CKS may not be able to accommodate requests made on short notice. CKS reserves the right to cancel your request when necessitated by unforeseen conflicts.

Primary Requestor Initial _____

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

Primary Signature _____ Date _____

Approved Disapproved

CKS Director _____ Date _____