

# 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 sponsor in written details describing the program.

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

**\*\*CKS will not accept any forms from groups receiving any source of funding for an event.**

## Building Policies/Use/Hours/Other:

### 1. Policies

- Must 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.
- Request must be submitted 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.\*\***
- Requests may also be determined by the event size and denied.
- Request must include set-up and breakdown time in start and end times.
- Event function announcement/flyer with information must be submitted with your request.
- Department Representative(s) are responsible for use of the facility room equipment & furniture.  
**\*\*If approved, additional building policies will be sent for dept. rep(s) to review & initial\*\***
- If alcohol will be served or serviced by or to faculty and staff after hours; must submit a copy of the approved Request for Service or Sale of Alcoholic Beverages By or To Faculty and Staff is due two (2) weeks after receiving your approval to the CKS Admin Assistant.  
[http://studentaffairs.manoa.hawaii.edu/downloads/alcohol\\_policy/facultyRequest.pdf](http://studentaffairs.manoa.hawaii.edu/downloads/alcohol_policy/facultyRequest.pdf)
- If alcohol will be served or serviced by or to students after hours; a copy of the approved Request for Service or Sale of Alcoholic Beverages By or To Students is due two (2) weeks after receiving your approval to the CKS Admin Assistant.  
[http://studentaffairs.manoa.hawaii.edu/downloads/alcohol\\_policy/studentRequest.pdf](http://studentaffairs.manoa.hawaii.edu/downloads/alcohol_policy/studentRequest.pdf)
- Anticipate two (2) business days for your request to be approved by CKS.
- Misuse of CKS facility, responsible department will be liable to pay for repair and/or replacement.

### 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:

Large Screen	Ceiling Multi-Media Projector	DVD Player
VCR Conference Room Only	Computer Conference Room Only	Microphone/Podium Auditorium Only

- If conducting a PowerPoint presentation in Auditorium, a PC laptop is required. Adapter cable for projector is required for Mac laptop users.
- First time users are required to schedule an appointment to test the audio/media equipment prior to use.

### 3. Hours

- Monday – Friday, 8 am – 4:30 pm (Building Secure @ 4:30 pm & No Staff Member Available)
  - Intended for meetings, lectures and presentations – No receptions.

*\*\*Be courteous and keep noise level down in the lobby, while other are working and/or teaching\*\**
- Monday – Thursday, after 4:30 pm
  - No staff available
  - Receptions held only in the lobby.
- Friday 4:30 pm – Weekends and Holidays    **CLOSED**  
*\*\*Exception: Conferences and functions with the CKS Director's approval\*\**

### 4. Other

- Seating Capacity:
  - Auditorium – 96
  - Conference Room – 28 (no additional chairs are available)
  - Lobby – 60 – 75 (standing room)

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

Department Representative: \_\_\_\_\_

Alternate Department Representative: \_\_\_\_\_

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

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

UH Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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  Classroom

*Note: Classroom only during non-instructional days.*

Will microphone(s) be required for your event? Yes  No  If so, how many? 1  2  3

Food/Beverage served? Yes  No  Alcohol Served? Yes  No  *(If yes, submit approved alcohol form)*

Department Representative responsible for all CKS building policy procedures:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Department Representative responsible for all CKS building policy procedures:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Were the CKS building usage policy procedures read by?

Department Representative: Yes  \_\_\_\_\_  
(Department Representative Signature)

Alternate Department Representative: Yes  \_\_\_\_\_  
(Alternate Department Representative Signature)

The designated department representative is the point of contact and needs to check in and out with CKS Admin Assistant and must ensure that the CKS policy procedures are followed. The designated department representative will also be the person responsible to setup and power down CKS audio equipment.

**Note:** Form will only be reviewed if all required questions are answered & event flyer is attached (flyer must contain dept. contact phone no.). Alcohol form approved by the Vice-Chancellor Office for Administration, Finance and Operation, must be submitted to CKS 2 weeks after receiving your request approval (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. The CKS reserves the right to cancel your request when necessitated by unforeseen conflicts. **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.**

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

Approved Disapproved

\_\_\_\_\_  
CKS Director Date