

CAMPUS CENTER OPERATIONS POLICIES

ARTICLE I. POLICIES PURPOSE AND ROLE OF THE CAMPUS CENTER BOARD

SECTION 1. CAMPUS CENTER USERS

The policies contained within this publication apply to employees of the Campus Center, students, volunteers, academic, non-academic and administrative personnel and other persons while in/on Campus Center premises or grounds.

SECTION 2. ROLE OF THE CAMPUS CENTER BOARD

The Campus Center Board (CCB) has the responsibility to oversee, develop, and implement the policies in this document. The policies, rules, regulations and procedures are under the management and administration of the Rules and Policies Committee of the CCB. The CCB is charged with the regular governance of the facilities and administrative presence in its operations. The CCB meets regularly and will hear any proposed changes to existing policies and procedures, and may vote on changes after a proposal has gone through a Rules and Policies Committee meeting. Following this meeting, a motion may be made from the committee to accept proposed changes. Proposals may also be denied based on the criteria outlined in the Campus Center Board Policies Manual.

Service areas are required to obtain CCB approval through a proposal or budget request for the following items:

- A. Personnel: new positions that have budget impact and/or modification
- B. Budget: fee changes, new fees, overall budget request
- C. Facilities: physical plant modifications with budget impact, replacement of equipment; changes in physical layout which have budgetary impact
- D. New Services: establishing a new service (i.e. changes in scope of service)
- E. Change in operation hours
- F. Price/rate change

Service areas are required to inform the CCB for the following items:

- A. Full-time Personnel: recognizing staff, reduction in staff force, new created positions, promotions
- B. Budget/Purchasing: unplanned expenditures within "C", Equipment Category, of expenditures
- C. Facilities: major physical plant changes
- D. Student Managers hires and changes

Service areas are not required to inform the CCB on the following items:

- A. Budget: make, model, color, style and content of equipment and material purchased
- B. Changing employee work shifts
- C. Nature of supplies purchased
- D. Rearrange the layout of the work stations and workflow
- E. Facilities: reorganizing layout, disposal of furnishings and/or equipment, informational signage, décor/color of walls

SECTION 3. RESPONSIBILITY OF THE DIRECTOR OF THE CAMPUS CENTER

It is the responsibility of the Campus Center Director to ensure that all personnel are aware of the relationship that the CCB has with the management of policies and administrative presence in the Campus Center, as well as to ensure that the operations within the Campus Center are in accordance to these policies.

ARTICLE II. BEHAVIORAL EXPECTATIONS IN THE CAMPUS CENTER COMPLEX

Individual freedoms and rights are assisted through the adoption and observation of regulations and policies by the Campus Center Board. Policies are to insure freedom of expression and movement while providing the rights of privacy as well as the maintenance of the Campus Center as a peaceful and learning environment of higher education.

The violation of any Campus Center or University rules, regulations or policies shall be grounds to terminate or deny the right of an organization or individual to use the Campus Center Complex's facilities.

In the event a violation occurs, every effort shall be made to settle the question in consultation with the individual or organization before action is taken.

ARTICLE III. ETHICAL & SOCIAL RIGHTS & RESPONSIBILITIES

The Campus Center does not discriminate on the basis of race, religion, age, color, creed, gender, handicap, sexual orientation, or national or ethnic origin in the administration of its program policies, employment policies, or any other programs/services administered by the CCB.

In addition to meeting fully its obligations of non-discrimination under University rules and regulations, state or federal law, the Campus Center is committed to creating a community in which a diverse population can live and work together in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual without regard to economic status, ethnic background, political views or other personal characteristics or beliefs.

ARTICLE IV. USE OF FACILITIES

The use of buildings, facilities or grounds by campus groups and individuals is contingent upon the agreement of the officers of the group or individual to assume the responsibility for observing Campus Center and University policies regarding meetings, activities and programs, to include the following:

- A. The events are orderly and lawful.
- B. The programs or activities do not interfere with the instructional program of the institution.
- C. The programs or events are consistent with the educational purposes of the University.
- D. The activities are non-commercial in nature, i.e., do not display commercial advertising unless contracts or clearances have been obtained.
- E. The events observe Campus Center, University, and state regulations with regard to the collecting of funds.

A signature of the responsible officer of the organization, or individual on the Campus Center Complex Reservations & Arrangements form, attests to the acceptance of responsibility for observing University regulations. This means that those persons have accepted the responsibility as individuals, or for its organization to abide by the rules and regulations of the Campus Center and the University of Hawaii at Manoa.

ARTICLE V. RULES FOR USING THE FACILITIES

SECTION 1. DRUGS

The solicitation, sale, use or possession of dangerous drugs, restricted dangerous drugs or narcotics as these terms are used in Hawaii statues, are prohibited on Campus Center Property. Drugs, lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of bona fide research, instruction or analysis are exempted.

The University of Hawaii at Manoa and the Campus Center enforces all drug laws with the force and effect required to maintain the lowest possible level of availability of all drugs in the University community. Violations of any of the above will result in state, municipal and university sanctions.

SECTION 2. FIREARMS

Any person, who brings or possesses a firearm on the grounds of the University, without the prior written permission of the University Campus Security Office, or as otherwise provided by law, is in violation of State law and University regulations.

SECTION 3. KNIVES

No person on the Campus Center premises shall wear upon his/her self or have within his/her control a sheath knife or "buckskinning" knife of any length, nor shall he/she have in his/her possession or under his/her control any dirk, dagger or knife.

SECTION 4. ANIMALS

Animals brought to the Campus Center must be under control of a competent person and restrained so as not to present a danger to occupants of the center. In the case of dogs, a chain or leash is required, and no dogs shall be permitted within buildings, except seeing-eye dogs for the visually impaired, and animals that assist individuals with disabilities or other problems.

SECTION 5. BICYCLES

Campus regulations prohibit bicycles on sidewalks, mall area, or inside Campus Center buildings; require bicycles to yield the right-of-way to pedestrians and direct parking so as not to block pedestrian traffic. Further information and regulations, to include applicable Vehicle Code and Municipal Code Ordinances, may be obtained from the University Campus Security Office.

SECTION 6. SKATE BOARDS, ROLLER BLADES, AND IN-LINE SKATES

The operation of skate boards, roller blades, and in-line skates are prohibited within the premises of the Campus Center Complex, driveways, paths and grounds.

SECTION 7. SOLICITATION

1. No solicitation shall be conducted in the Campus Center Complex, its structures, facilities, or on any grounds, sidewalks or streets of the premises without written prior approval. Any individual soliciting must have the written approval in their possession and available to present such approval upon request.
2. Student representatives of commercial enterprises and employees of the University of Hawaii at Manoa shall not post nor solicit business in the Campus Center Complex without prior approval.
3. The following activities shall not be deemed solicitations prohibited:
 - a) Sale or offer for sale of any newspaper, magazine, or other publications by means of a vending machine in an area designated by the Campus Center Board, or the sale or offer

for sale of such materials by individuals which is conducted in compliance with the practices and procedures governing the time, place, and manner of such activities.

b) Sale or offer for sale of any food or drink items by means of a vending machine operated by the University of Hawaii at Manoa or its subcontractor in any area designated by the University of Hawaii at Manoa.

c) The operation by the University of Hawaii at Manoa or its subcontractor of any bookstore, specialty store, laundry, cafeteria, bank, barber shop, or other service facility maintained for the convenience of the students, faculty, or staff.

d) The collection of membership fees or dues by registered independent student, faculty, or staff organizations.

e) The collection of admission fees for the exhibition of movies, speakers, or other programs that are conducted or sponsored by the University of Hawaii at Manoa or a registered independent student, faculty or staff organization.

f) Fund-raising activities sponsored by registered student, faculty/staff organizations or other University-affiliated organizations for the benefit of the University of Hawaii at Manoa.

g) Fund-raising activities sponsored or co-sponsored by the University of Hawaii at Manoa.

h) The sale or offer for sale of any publication of the University of Hawaii at Manoa or of any book or other printed material to be used in the regular academic work of the University of Hawaii at Manoa.

i) The sale of goods or services, admission charges, fees, or other solicitation of funds in conjunction with an authorized activity by an organization without University affiliation when it is established to the satisfaction of the University of Hawaii at Manoa that the proceeds there from are to be used exclusively to defray the expenses of conducting that activity.

4. The Campus Center Board reserves the right to approve forms of solicitation that the Board determines to be in the best interest of the Campus Center community.

5. Policies Governing Solicitation Activities

a) Organizations desiring to solicit funds or stage events for fund-raising purposes must receive express prior written approval. For Registered Independent Organizations, prior application shall be made and approval granted by the Vice President for Student Affairs or his/her designee. For all other university-affiliated organizations, approval shall be obtained from the President of the University of Hawaii or his/her designee. Handling of food products shall be in compliance with state and local health requirements.

b) In all cases of fund raising, a written application shall be filed indicating the purpose(s) of the funds to be raised and the anticipated income and expenses.

c) At the time of scheduling, the organization shall show evidence of having obtained a State Tax License or Exemption and a commercial bank account to be used exclusively for the financial transactions of the organization.

d) Within ten (10) days of the conclusion of the fund-raising activity, registered independent organizations must file a complete income and expense statement with the Vice President for Students Affairs or his/her designee. For all other University-affiliated organizations, the income and expense statement shall be filed with the President of the University of Hawaii or their designee.

e) When admission fees are collected, numbered tickets shall be used for accountability and financial records shall be held for one year.

f) Organizations authorized to sell products or services shall comply with all state and federal rules and regulations.

- g) Fund-raising activities shall be conducted by members of the organization, and all profits must accrue to the organization.
- h) Arrangements for fund-raising activities shall be made at least three (3) weeks in advance.

SECTION 8. SPONSORSHIP

1. University sponsored organizations may sponsor other organizations or individuals and thereby qualify for use of campus facilities at the University of Hawai`i at Manoa.
2. The sponsoring organization shall be responsible for all damages resulting from the use of the facility.
3. The sponsored organization shall agree to comply with all university and campus rules and regulations and Campus Center and CCB policies.
4. University-affiliated organizations may sponsor speakers for educational and lecture purposes.
 - a) The sponsorship of a speaker shall not imply approval or endorsement of the views expressed by either the sponsoring organization or the University of Hawai`i at Manoa.
 - b) Scheduling procedures shall be followed prior to completing arrangements for the speaker.

SECTION 9. KEY POLICY

The provision of keys for the Campus Center Complex facilities allows for access to the worksites as defined by job-related or official capacity needs only. Full-time personnel and student leaders/assistants will be issued keys in mutual agreement with the Associate Director of Campus Center Operations (ADCCO). In addition, a list of all keys issued shall be prepared by the Associate Director and given to the Chair of Facilities Management Committee of the CCB at the beginning of each semester, and updated each semester as new keys are issued out to authorized individuals. This list shall be kept in the CCB office on file with the Chair of Facilities Management for view by the CCB at any time.

General Responsibilities:

1. Charged by the Director of the Campus Center, the ADCCO is the designated staff member responsible for the overall key system, maintains the department's central key file/records and coordinates the program. All key requests and/or changing of locks must be approved by the Advisor/Supervisor in consultation with the ADCCO. The ADCCO is the designated staff to coordinate the replacement of keys, locks and is the official liaison with Facilities Planning and Management Office. The ADCCO shall initiate and coordinate regular key inventory to locate and determine outstanding keys.
2. All CAPS full-time staff who serve in an advisory or supervisory capacity shall assist in the issuance, control and return of keys by their respective student leaders/assistants. That assistance shall include but is not limited to:
 - a) Submitting key requests on behalf of student leaders/assistants
 - b) Facilitating the issuance of keys by coordinating the completion of key holder agreements and by explaining key holder responsibilities

- c) Monitoring the use of keys and intervening where necessary to ensure policy adherence
- d) Assisting with the collection of all assigned keys upon completion of student leaders'/assistants' term of office/employment
- e) Assist the ADCCO with key inventory

SECTION 10. HOURS OF OPERATION

The general operating hours of the Complex are 7:45 a.m. to 10:00 p.m., Monday through Friday and 7:45 a.m. to 4:30 p.m. on Saturday during the academic year. During the Summer Session they are 7:45 a.m. to 4:30 p.m., Monday through Friday only. The Complex is closed on all legal holidays. When holidays create a three-day weekend, the Complex will close at 4:30 p.m. the day prior to the weekend period and reopen at normal hours the next working day.

The services, programs and activities that are a part of the Campus Center's mission in improving the quality of student life and student empowerment on campus are entitled to establish their own hours of operation for individual events and also for office operations.

SECTION 11. SECURITY

Only authorized key holders may access the Complex without prior permission from the Campus Center administration. Please refer to the Campus Center Complex Key Policy for further details and specifics. No vagrancy, littering, or use which interferes with the formal programs and activities of the Campus Center or CCB is allowed.

SECTION 12. EXCEPTIONS TO STANDARD OPERATING PROCEDURES

The Campus Center Board may grant exceptions to established procedures and practices when the interests of the CCB would be served by an exception. The Campus Center Board may delegate to appropriate staff any or all their authority to grant exceptions, to interpret rules and practices, and to enforce policies and procedures as the CCB deems to be within the best interest of the University of Hawai'i at Manoa.

Nothing in these policies shall be interpreted to limit the authority of the CCB to restrict the frequency of use of any facility, the period of use or the availability of a facility.

SECTION 13. BANNER AND POSTING POLICY

Registered Independent Organizations, Chartered Organizations and UHM Departments may have banners posted in designated areas of the Campus Center under the following conditions:

1. Banners must be in the best interest of the University of Hawai'i community.
2. The banner must advertise a special event that is held on the UHM campus and is open to eligible UHM community or the public.
3. The banner must be made of a weather tolerant material and the surface painted with non-water soluble ink or paint.
4. The display of banners utilizing or depicting patently offensive materials is not allowed.
5. The banner will be put up and removed by Campus Center personnel. User must provide their own rope for the banner. It is the organization's responsibility to provide two (2) 50' length of rope for any banner to be hung in the courtyard.
6. It is the organization's responsibility to pick up the banner within 2 days after the last day of the reserved date. Failure to pick up the banner will result in the disposal of the banner.

The following restrictions will apply:

- a) Banners must state time, date, location and sponsoring organization. Banners must state the event is open to eligible UHM community or the public.
- b) There will be a limit of one banner per event per day.
- c) The maximum size of the banner shall be 5' x 12'.
- d) Banners will be displayed on a first-come, first-serve basis by date of receipt
- e) The banner will be displayed not more than fourteen (14) school days prior to the event.

The CCB may grant exceptions and will be the final appeal bodies in any disputes arising from these policies and their enforcement.

SECTION 14. GENERAL BULLETIN BOARDS

The bulletin boards within the premises of the Campus Center Complex are under the jurisdiction of the Campus Center Board. Posting of notices, posters and other printed and written materials is permitted on the following designated bulletin boards located within the premises of the Complex. These are general bulletin boards.

1. Campus Center Complex

- a) On the staircase to the Ballroom, across from Jamba Juice.
- b) Across from the ATMs on the first floor

2. Hemenway Hall

Makai end of Hemenway Hall, near the elevator on the first floor.

3. Guidelines & Procedures

- a) RIOs and departments are permitted one poster, flyer, and/or other written material on each general bulletin board. Such materials may be posted up to two (2) weeks prior to the event, and shall be removed by the RIO within twenty-four (24) hours after the event.
- b) The posted material must indicate the event, time, date, location and the sponsoring RIO with the date and name of the sponsoring RIO or department. For poster monitoring purposes, the date of the event must be in English. Further, publicity materials shall

include the following disclaimer: "The RIO is separate, independent and distinct from the University which is not responsible for the RIO's acts or omissions."

- c) The maximum size permitted for posted materials on the general bulletin boards is 8 1/2 inches by 11 inches. Oversized materials shall be removed unless prior written approval is granted by the Campus Center Director or designee, or CCB President.
- d) Posting of materials on walls, sides or doors of buildings, the surface of walkways or streets, posts, waste receptacles, benches, trees, and plants, or in any place other than the general bulletin boards provided is prohibited.
- e) The Campus Center staff is authorized to require individuals and/or RIOs to desist from distributing and/or posting materials which are in violation of University policies. The staff is also authorized to assist in removing materials which have been distributed or posted in violation of policies.
- d) The Campus Center Marketing Office may accept banners, posters, and flyers of various sizes from commercial entities and post them in the facilities as sponsors of the Campus Center and may charge rates approved by the CCB for this service.

SECTION 15. RESTRICTIONS

1. The use of all Campus Center facilities shall be in compliance with applicable City & County ordinances, State and Federal laws, and established University rules and regulations.
2. Failure to observe any statutes, ordinances, laws, rules and regulations may result in suspension of scheduling privileges and payment for any or all damages and restorations.
3. Prior written approval shall be obtained to serve and consume alcoholic beverages at events and activities scheduled in the Campus Center Complex. An application shall be made and approval granted by the Vice President for Student Affairs or designee. Application forms are available at the Scheduling Office.
4. Organizations shall be responsible for the conduct of their members and guests at events and activities scheduled in the Campus Center Complex.
5. Organizations shall be responsible for damages resulting from the use of Campus Center's facilities and/or equipment and furnishings, and for any loss of equipment and furnishings.
6. Equipment and furnishings shall not be moved or rearranged without prior approval from the Director or the Director's designee, or CCB designee.
7. Smoking is prohibited in Ballroom, conference rooms, Campus Center Mall and other facilities.
8. Organizations shall make reservations to meet in meeting rooms with Meetings & Event Services. No space will be specifically allocated to any one organization for meetings.

SECTION 16. NOISE POLICY

1. Definitions:
 - a) Acoustic/Acoustical -- sound that is made by instrument alone, without amplification.

b) Non-acoustic/non-acoustical -- sound that is amplified via electrical or similar devices.

2. Public Announcement Systems
Only the Campus Center P.A. system shall be used for musical events in the Campus Center Courtyard, Forum and Hemenway Courtyard areas, with an exception to this policy being the Ballroom, where the use of the Campus Center P.A. system is not a requirement. Depending on the situation, Meeting and Event services may approve other exceptions when necessary.
3. Programming for musical events shall be staged in the following areas in accordance with the type of music involved:
 - a) Non-acoustical music may be programmed in the Hemenway Theatre, the Ballroom, and Forum areas.
 - b) Non-acoustical music is acceptable in the Courtyard and/or Hemenway Courtyard if amplified instruments, to include the monitors, can be adapted to and controlled by the Campus Center staff.
4. Noise level control shall rest exclusively with the Campus Center staff, as assigned, to include the cessation of the program if unacceptable noise levels persist
5. Determination of site for musical programs shall rest with the Scheduling Officer, in consultation with the sponsor or advisor of the program. End times for events shall be 9:45 PM Monday through Thursday, and 12:00 AM Friday and Saturday. Later end times for events must be approved by the Scheduling Officer. This includes events in the Campus Center Courtyard, Hemenway Courtyard, and all other areas and premises of the Campus Center.
6. Determination of events and event sites scheduled by the Activities Council shall rest with the Vice President of the CCB, in consultation with his or her advisor. End times for Activities Council events do not have to comply with the above end times, rather, events will be scheduled to begin and end on an individual basis by the Activities Council.
7. All broadcast music and radio that is aired live or in tape in the Campus Center will be commercial free and student managed. KTUH (UHM student radio) shall be played in the restrooms of the Campus Center where a sound system is available to support the Campus Center's aim to air student radio and commercial-free broadcasting.

SECTION 17. CHANGING CC ARTWORK

Definition

1. Campus Center Artwork shall be defined as all contracted or donated works that are placed within the Campus Center Complex. This includes major works such as student artwork in the Art gallery.

Removing Artwork

1. The FMC must first approve to remove a work of art by a $\frac{3}{4}$ majority vote.
2. Next, the FMC shall bring the proposed change to the board at a general meeting and the CCB must also approve to remove the artwork by a $\frac{3}{4}$ majority vote.

3. Before any artwork is removed, the FMC shall attempt to contact the artist of the original work and notify him/her of the proposed changes. FMC does not seek the artist's approval for the proposed change but shall seek to inform the artist as a matter of courtesy.
4. Prior to removal of any work of art, a photographer shall be contracted to photograph the artwork. This will serve as a means to archive the work. If the artwork is one that cannot be returned to the artist, such as a mural, CCB will provide the artist with at least one quality, framed print as a token of our appreciation.

Adding Artwork

1. The FMC may initiate the addition any artwork or the request for addition of new artwork my be made by any organization or individual outside of CCB.
2. CCB will not accept any artwork for the purpose of explicit commercial advertising.
3. Prior to the addition of any artwork, a proposal to add any new artwork must first be brought to the FMC and approved by a $\frac{3}{4}$ majority vote.
4. If more than one draft of an artwork is proposed, the FMC shall determine all selection criteria for deciding which draft to select.
5. Once the artwork to be added is approved by the FMC, the CCB must also approve the addition of the new work by a $\frac{3}{4}$ majority vote.
6. It is also the responsibility of the FMC to determine the minimum amount of time for which the new artwork is to remain.

ARTICLE VI. SCHEDULING/RESERVATION INFORMATION POLICIES

SECTION 1. PRIORITY USE

1. First priority – Campus Center Service Areas, Registered student organizations-UH Manoa, and Registered students-UHM. In this category, organizations chartered by the Board of Regents shall have top priority.
2. Second priority - Faculty, Staff, Administration-UHM.
3. Third priority - Alumni-UHM, Retired Faculty and Staff
4. Fourth priority - All others

SECTION 2. EQUIPMENT AND RENTAL CHARGES

Reservations are done on a first-come, first-serve basis, charges may apply.

SECTION 3. DISPLAY TABLES AND RESERVATIONS

Scheduling of tables in designated areas of the Campus Center Complex is allowed for UH Departments and Registered Independent Organizations (RIO). Maximum length of scheduling shall be for two (2) weeks. Only one (1) table per registered organization shall be reserved at a time, unless approved by the Facilities Management Committee of the CCB. A display board may be reserved and used in conjunction with a table. Nothing is to be attached on any surface of the building in any way.

During the first 10 class days of Fall and Spring semester, the number of tables that can be reserved (either vendor or organization) will be limited to a maximum of 4 each day. This policy allows for a reasonable number of organizations to participate.

SECTION 4. ADVANCE SCHEDULING

Advanced scheduling of the Campus Center Complex may be permitted up to 12 months in advance of the date required by Priority 1a chartered organizations. Organizations in other priority categories may schedule up to a semester in advance for the regular fall, spring and summer.

Series events may be scheduled on the basis of five (5) dates in advance during any calendar month. Series events for Chartered Student Organizations may be scheduled for a semester.

SECTION 5. USAGE PENALTIES

For non-use of a reserved space and/or equipment, the user will forfeit rental payment for the first day of non-use with any consecutive days being canceled by the Scheduling Officer and/or lose scheduling privileges for a month. In general, penalties will not be effected if scheduler officially cancels 24 hours before the event in case of meeting rooms, or one week in case of a Ballroom or Hemenway Theater reservation or any event involving food catering.

SECTION 6. BALLROOM USE

The Campus Center Ballroom is available for use on a scheduled basis only. The Ballroom can be used as one unit or divided into three different units. There are rental and setup charges involved in the usage of the Ballroom.

SECTION 7. HEMENWAY THEATER USE

Hemenway Theater is available for use on a scheduled basis only. There is a rental charge involved in the usage of the Theater.

The CCB charges the administrative staff to promote the use of the Theater as a practice and rehearsal venue, as well as for special events such as film festivals, art shows or other events that promote student life at the Campus Center.

For developing bands, musicians, singers, dance groups, and halau Hemenway Theatre is available Monday through Friday, 9 a.m. until 9 p.m. for practice at the special rate for affiliated organizations of the University and registered students, faculty, and alumni of \$10.00 per hour for a maximum of (4) four hours per day. All other users rate at \$20.00 per hour. A University ID and a \$50.00 deposit may be required when making the reservation.

The CCB and Activities Council may grant exceptions or waive the above charges for special events or recurring use or venues, and may sponsor events or music groups to use the Theatre whenever it has the opportunity to do so in accordance to its mission of promoting student life at the Campus Center.

SECTION 8. MEETING ROOMS

Campus Center and Hemenway Hall meeting rooms are available for use on a scheduled basis only. With the exception of the general public, there is no rental charge for the use of the meeting rooms but there is a setup charge involved if you require a different setup that is normally in the room. Hemenway Hall meeting rooms are provided in standard set-up and the furniture is not to be moved. The Campus Center meeting rooms can be used as individual rooms or a combination of up to 5 rooms. Reservations for meeting rooms are to be made in the CAPS office. Meeting rooms are to be used by CSOs, rather than allocating space for this purpose solely.

SECTION 9. CAMPUS CENTER/ HEMENWAY COURTYARD USAGE

The Campus Center/Hemenway Courtyard is available for use on a scheduled basis only. Musical events in the Courtyard are restricted and must conform to the Noise Policy of the Campus Center. All sound equipment must be provided by the Campus Center and monitored/controlled by the Campus Center technicians. Any reservations for the Campus Center and Hemenway Courtyard use that is greater than a month must be approved by the Activities Council Chair.

SECTION 10. FORUM USAGE

The courtyard of the Campus Center Building is the only designated public forum area for the Complex. It is available during the regular operation hours for public and free speech activities and other forms of artistic expression on a first-come, first-served basis, subject to prior scheduling with the Scheduling Office. Users must comply with all university and Campus Center Policies.

SECTION 11. CATERING SERVICES

The CCB, its committees and the Activities Council may select catering from any source for functions within the Campus Center, Hemenway Hall, and off-campus venues. Catered activities conducted on the University of Hawaii campus (other than in the Campus Center and Hemenway Hall) will follow the University catering contracts. Other student groups may provide their own selection of catering services within the use areas of the Campus Center and Hemenway Hall. There is no exclusive contract for catering services within the Campus Center and Hemenway

Hall, however under current food service contract, caterers may only provide, deliver, and pick-up food.

SECTION 12. FOOD AND BEVERAGE SERVICE PROVIDER POLICY FOR ESTABLISHING NEW TENENTS

The CCB may outsource food service providers as tenets within the Campus Center and Hemenway Hall. Food service providing conducted on the University of Hawaii campus (other than in the Campus Center and Hemenway Hall) will follow the university catering contracts. Outside food providers may bid for contracts provided the food served meets health codes. The CCB may select food venders of its choice to provide such services, provided it does so in accordance to university catering contracts.

SECTION 13. CHARGES

Charges for rental space, set-ups, cleaning, non-regular hour use, and other charges and deposits are all based on the charge list approved by the CCB.

ARTICLE VII. INFORMATION & TICKET CENTER

SECTION 1. HOURS OF OPERATION

| | | |
|-----------------|-------------------|-----------------------|
| Regular: | *Monday - Friday | 8:30 a.m. - 6:00 p.m. |
| | Saturday | 8:30 a.m. - 12 Noon |
| | Sunday & Holiday | CLOSED |
| Inter-sessions: | Monday - Friday | 8:30 a.m. - 4:30 p.m. |
| | Saturday - Sunday | CLOSED |
| | Holidays | CLOSED |

In the event of a holiday, the office will close at 4:30 p.m. the previous workday. If a holiday falls on a Monday, the office will close on the Saturday before the holiday. *office will open until 7:00 p.m. the first three weeks of fall and spring semester

SECTION 2. SERVICES

1. Lost & Found: Items turned into the Campus Center or reported lost will be recorded. Items will be held by the Campus Center for one (1) semester after which time items may be donated to charity or deposited in Campus Center accounts.

2. List of Events and Programs in the Campus Center: The Scheduling Office will provide a daily list of events in the Campus Center. This is also posted weekdays in the glass display case outside the ticket desk.

3. Ticket Sales:

Various Tickets, such as bus passes, athletic tickets, and concert tickets, will be made available at the information and ticket center. A service charge may be assessed.

4. Information Services: Information regarding University services, events and other general questions is available at the information window. In addition, a full array of brochures is available to the public.

5. I.D. Services: I.D. cards for University and Community College faculty, staff and students are available at the I.D. window. I.D. cards are also processed for Senior Citizens, Cancer Research Center, HELP, NICE, and Academic for Lifelong Learning programs. Expired I.D. cards may be revalidated at the I.D. window upon proof of tuition payment or valid work agreement.

6. FAX Services: Fax services for University faculty, staff, students and the general public are available at the Information and Ticket Center. Charges for the fax will depend on the length of the fax, destination and whether the customer is University faculty/staff/student or general public. Other service areas should use the CAPS fax located in CC 209 (Marketing and Graphics).

7. Laminations: Bus passes and other items may be laminated at the Information and Ticket Center.

8. Associate Memberships: Non-UH students or staff may purchase an associate membership card to qualify for various discounts at the Campus Center. NOTE: UH departments may not honor this card for other services (Theater, Athletics, etc.).

9. Tours: UHM campus walking tours are available to students, staff and the general public.

ARTICLE X. LEISURE CENTER OPERATIONS

SECTION 1. HOURS OF OPERATION

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|---------|---------|------------------|
| | Mon-Fri | 10:30am – 6:30pm |
| | Sat | 8:30am – 12:00pm |
| Rental: | MWF | 1:30pm – 4:30pm |
| | Sat | 9:00am – 12:00pm |

SECTION 2. SCOPE OF SERVICES

The Campus Center Leisure Program was created to provide an alternative to the academic side of the University and give students an opportunity to experience recreational/leisure time activities that they might not encounter in other areas of their life. Established in 1953, the center continues to offer a wide range of programs that are reasonably priced as are the various equipment that can be rented.

SECTION 3. EMERGENCY PROCEDURES

1. After hours building or operation problems should be referred to the Campus Center Night and Weekend Manager. If necessary, contact Campus Security.

2. 911 should be called for medical emergencies and a First Aid kit is located on the counter in Hemenway 101.

3. Sand Island Sailing Facility emergencies should be handled by calling 911 on the sailing center cellular phone (alternate phone locations: Harbor Masters office, Snug Harbor - guard shack), giving directions to the ambulance and waiting at the gate to direct the ambulance. First Aid kit is located in container #1.

4. Hiking and other off-campus emergencies should be handled by the student leader who should activate the EMS system accordingly and be carrying a First Aid kit.

ARTICLE XI. LEISURE CENTER DARKROOM

SECTION 1. DARKROOM RESERVATIONS

1. Must be made one day in advance.
2. No walk-ins are taken.
3. Enlarging lens must be installed by Hemenway staff.
4. Students are not allowed to mix a stock solution.
5. Students are responsible for any broken equipment.
6. Rates for darkroom use are not prorated.
7. All equipment must be signed out by a Hemenway staff member.

SECTION 2. RATES

1. UHM Hemenway Darkroom Tech Student \$4.00/hr
2. Non-Student \$4.50/hr

ARTICLE XI – DEFINITIONS

Annual Meeting: The official meeting of the Campus Center Board where new officers and new membership recorded are instated, and where outgoing Board members and Campus Center staff are recognized for their past efforts and excellent achievements, usually held at the end of the Spring semester.

Board of Regents (BOR): The governing body of the University of Hawaii system campuses, its administration, and facilities, who have officially recognized the Campus Center Board as the Chartered Student Organization charged with overseeing the facilities and management of the Campus Center, including its budget plans, internal operations, and personnel.

Campus Center: Comprised of the staff, volunteers, Board members and tenants within the Campus Center Complex, the Campus Center is the official name of the organization and building that's goal is to promote student life on campus and provide an atmosphere for student empowerment. Policies of the Campus Center are developed and maintained by the Campus Center Board, with it's main purpose to provide programs, meetings, events, and services to students, faculty, and staff of the University of Hawaii at Manoa.

Campus Center Board: The Campus Center Board (CCB) is the governing body of the Campus Center. It is comprised of seventeen (17) members, fourteen of which are students of the University of Hawaii at Manoa campus, and three who are faculty, alumni, or associate. The CCB meets regularly to develop and propose programs and services for the Campus Center, as well as offers a forum for student empowerment through its operations and discussion making for the fostering of student life.

Campus Center Board Charter: The guiding document that the CCB develops and maintains that has been approved by the Board Of Regents mandating the overall operations and policies of the CCB.

Campus Center Complex: Refers to the physical structures that are specifically designed for providing a center focused on student life, commonly called a "union" in most colleges. Namely, the complex includes the Campus Center Building and Hemenway Hall.

Campus Community: The students, faculty, staff, and alumni of the University of Hawaii at Manoa who use the facilities, participate in the programs, and share information, advise, and energy directed towards the Campus Center and university campus at large.

Campus Center Policies: Rules which guide the operations of the Campus Center that are developed and maintained by the CCB, that do not conflict with University policies and or state statutes.

Campus Center Procedures: Must comply with policies, but not necessarily approved by the CCB. Practices employed by CC staff that guide day to day operations that are in conjunction with all policies form the CCB, University, and state statutes.

Chartered Student Organizations (CSO): These are particular groups created, acknowledged, and chartered by the Board of Regents or its designee: a) to provide a structure and process by which the co-curricular program is encouraged, promoted, supported, administered and sanctioned; and b) to represent and articulate the needs and preference of students to the Campus administration on matters of student life including policies and processes which address

such needs and preferences. CSO's are formally elected by student peers or are selected by student peers through a formal appointment process. Further, CSO's are those groups generally financed through compulsory student activity fees as described in BOR SECTION 6-5 on Fees and Charges and as authorized by Hawaii Revised Statutes, SECTION 304-8.6. The six CSO's on campus are the following: CCB (Campus Center Board); ASUH (Associated Students of the University of Hawaii); BOP (Board of Publications); BCA (Broadcast Communication Authority); SAPFB (Student Activity and Program Fee Board); and GSO (Graduate Student Organization)

Co-Curricular Activities, Programs & Services CAPS: plans and supports programs and services which foster the personal and social development of students by providing advisors that offer support to the Campus Center Board and other CSO's. CAPS provides training for students in leadership and social responsibility through institutionally chartered student governance groups. The Administrative staff is the largest staffing component (Leadership Development, Publications, Intramural, Fiscal services) of CAPS. It is responsible for the day-to-day management of the Campus Center Complex, its services, programs and activities. Advisors from CAPS regularly meet with Campus Center Board members during committee meetings, as well as the meetings of other CSO's to assist in fostering the group's goals.

Co-Curriculum: Refers to a complex variety of activities, programs and services which in consonance with the regular classroom instructional program, contributes to the broad cultural, educational, recreational and social development of students. Such activities, Programs and service a are sanctioned by the University and are generally conducted by or for enrolled University of Hawaii students, but many from time to time include other members of the University community as participants.

Official Representatives of the Campus Center Board: An "official representative of the CCB" is defined as an active member of the Campus Center Board. This includes officers, committee chairs and general members. Non-CCB members may not be considered as official representatives of the CCB.

Hemenway Hall: The original building of the Campus Center, consisting of 2 stories, a theatre house, and a courtyard, adjacent to the north entrance of the CCC. The building houses a variety of programs, offices for student organizations, food, and services essential to the quality of student life at the Campus Center.

Qualified: "Qualified" members of the CCB shall be the individuals with 1) the most experience and familiarity with the business at hand and 2) the individuals responsible for maintaining relationships with business partners or enacting a related business plan approved by the CCB. In cases of travel to training situations such as conferences, the "qualified" members of the CCB shall be the individuals with 1) a proven track record of service of at least one full semester and 2) potential for further contribution to the CCB through knowledge gaining during training and therefore having at least one full semester of service to the CCB after the training situation.

Practices: Regular actions that are not written down, but that must comply with policy, procedures, CCB Charter, University regulations, and state and federal statutes.

Proposals: Request made to the board for action and subject to a committee, to become a task.

Student Life: Refers to the totality of formal and informal learning experiences of enrolled students obtained through programs supported or otherwise sanctioned by the University and

directed toward the broad education of students. These experiences have a positive effect on student growth and development as a whole individual.

Task: Something that is assigned to a committee, individual or advisor to do, and the completion of which is subject to monthly stipend evaluations.

Travel: "Travel" is defined as any off campus activity that incurs expenses to the CCB for actions of board members specifically in the areas of: transportation (air or surface), lodging and other per diem. Travel, per se, does not include costs such as conference registration fees or other admission charges to events or facilities.

University Regulations: (see www.svpa.hawaii.edu/svpa/) Administrative Rules establish the guidelines, limitations and parameters for specific types of actions within the context of the Hawaii Revised Statutes. Policies, procedures and forms that define implementation practices are not contained in Rules, but are described in Board of Regents Policies, Executive Policies and/or Administrative Procedures.

Vice President for Student Affairs: The Vice President of Student Affairs serves as the principal advocate for students and advises the President about student issues, concerns and interests. The Vice President oversees a multitude of offices on campus , including Admissions and Records, CAPS, Student Health Service, Student Housing, and Career Placement Services.

Amended: 08-01, 10-08-01, 03-04, 04-04