

## **REGULATIONS GOVERNING USE OF PREMISES**

### **RESERVATIONS:**

1. The following Priority order is observed for reserving Center facilities:
  - a: First Priority - Registered Student Organizations-Manoa, and Registered Students-Manoa. In this category, organizations chartered by the Board of Regents shall have top priority.
  - b: Second Priority - Faculty, Staff Administration - Manoa.
  - c: Third Priority - Alumni - UH Manoa.
  - d: Fourth Priority - All Others.
2. Scheduling will be conducted on a first come, first served basis in order of above priority.
3. Lead time required by the Scheduling Office to provide the requested facility/space will vary according to the preparations required (e.g., room set-up needed, extra staff needed on-hand, etc.). It is anticipated that facilities such as meeting rooms, if not previously reserved, may be used on a walk-in-basis, provided there are no set-up requirements/needs in that room.
4. Series events (e.g., meetings) may be scheduled on the basis of 5 for a month, one month in advance. Board of Regents chartered organizations' programs and meetings may be scheduled at the beginning of the semester.
5. Penalties for non-use of a reserved facility/room: forfeiture of rental and/or suspension of scheduling privileges for a month. Penalties will not be effected if scheduler officially cancels one working day before event in the case of meeting rooms, etc., or one week in the case of the Ballroom or any event involving food catering.
6. Rental and deposit payments are due at the time of reservation.

### **FOOD SERVICE:**

1. All food or refreshment of any kind must be cleared through Foods Contractor, University of Hawai'i. No outside food may be brought into any building or room without advance approval by Foods Contractor.

### **PHYSICAL SET-UP:**

1. Arrangements for special equipment (P.A., A.V.T., etc.) must be made at the Scheduling Office. Lead time for special service is two (2) weeks prior to event.
2. Plans for decorations must be approved by the Center management.
3. Changes in the physical set-up of reserved space must be submitted to the office no later than two days prior to the event.
4. The sponsoring person or group is responsible for any and all damage to the facility and/or equipment/furnishings and for any loss of equipment and /or furnishings.
5. Furnishings and equipment may not be moved without prior permission.
6. There shall be no attachment of materials on any surface of the building.

### **CONDUCT AND RESPONSIBILITY:**

1. Groups using facilities must restore them to original condition.
2. Groups reserving space in the Center are responsible for the behavior of their guests and members.
3. It is understood that the organization will abide by all statutes, ordinances, and/or policies of the state, city, University and Campus Center.
4. Failure to observe such statutes, ordinances, and/or policies will result in forfeiture of rental deposit and/or suspension of scheduling privileges for a month, plus responsibility for payment of "out-of-pocket" costs for restoration, etc.
5. It is agreed that any charges arising from the use of the Campus Center complex will be paid by the organization or individual indicated. This will include any property damage occurring from use of the facility under the provisions of the agreement.
6. The officers, members and/or official representatives of the organization shall at all times use due care for public safety and agrees to indemnify, defend and hold harmless the University of Hawai'i and the State of Hawai'i, and their officers, employees, agents, or any person acting on their behalf from and against: (1) any claim or demand for loss, liability or damage, including, but not limited to, claims for property damage, personal injury or death, by whomsoever brought, arising from any accident or incident connected with the performance of this agreement; (2) all claims, suits and damages by whomsoever brought or made by reason of the non-observance or non-performance of any of the terms, covenants and conditions herein or the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. And, furthermore, shall reimburse the University of Hawai'i and the State of Hawai'i, and their officers, employees, agents, or any person acting on their behalf for all attorneys' fees, costs, and expenses incurred in connection with the defense of any such claims.
7. Non-institutional users of University facilities offering classes or other programs of formal instruction must clearly indicate in all promotional material that the program is neither sponsored nor endorsed by the University of Hawai'i at Manoa.