



**UNIVERSITY OF HAWAII AT HILO - CCECS  
FACILITY USE REQUEST FORM**  
PH#: (808) 974-7664 FAX#: (808) 933-8863

CONF # _____
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**Requests for reservations must be received five (5) business days prior to event date.**

<b>CONTACT INFORMATION</b>
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Person **Requesting** Room: \_\_\_\_\_ UH ID # \_\_\_\_\_  
 Email \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Person **in Charge** of Event: \_\_\_\_\_  
 Email \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Organization/Group \_\_\_\_\_  
 Registered/Chartered Student Org.     UHH Faculty/Staff/Admin.     Other UHH Affiliation  
 Dept: \_\_\_\_\_

<b>EVENT INFORMATION</b>
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Date(s) \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_  
 Event Name \_\_\_\_\_  
 Description \_\_\_\_\_

Event is open to:     UH Community     Hilo Community     General Public  
 Invited Guests     Registered Participants     Members Only  
 Other \_\_\_\_\_

<b>ROOM INFORMATION</b>
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Room Requested \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**Equipment use:** The user assumes responsibility for the equipment in the room during occupancy. Technical assistance is NOT available after 4:30 pm on weekdays or weekends and holidays. The Office of Technology will provide the **REQUIRED training in the proper use of the equipment:** call 933-3188 or email [rchi@hawaii.edu](mailto:rchi@hawaii.edu) for an appointment no later than five business days before the event. After use, the classroom must be cleaned and furniture put back into place. Food may not be served or consumed in the room.

<p>I have read and fully understand the Facility Use Policy and General Regulations and understand that CCECS may deny any or all privileges of this facility if policies and regulations are not followed. I understand that I am responsible for the equipment in the room during the requested period of occupancy. I understand that CCECS reserves the right to change my room assignment should an unexpected situation develop requiring the need for this facility.</p> <p>Signature of Requestor: _____ Date _____</p>
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OFFICE USE ONLY:
CONF BY _____ DATE _____ VIA _____

**COLLEGE OF CONTINUING EDUCATION & COMMUNITY SERVICE (CCECS)  
FACILITY USE POLICY & GENERAL REGULATIONS**

**I. PROPER USE**

- A. Assignment and use of classrooms:
1. University of Hawai'i at Hilo (UH Hilo) activities approved by the dean of CCECS.
  2. Functions and activities for legislative hearings & University of Hawai'i Board of Regents, e.g., public hearings, town meetings, community informational briefings, which are appropriate for the University and larger community.
  3. Events, functions, and activities which promote/highlight UH Hilo on a comprehensive level, e.g., campus tours, advising, new faculty orientation, and related practices and activities.
  4. Fund raising activities of University affiliated organizations which solely benefit the University, e.g., University of Hawai'i at Hilo Alumni Association, University of Hawai'i Foundation.
  5. Functions and activities of University affiliated organizations which are appropriate for the Facility.

**II. CONDITIONS OF USE**

- A. To the extent possible, University and University affiliated users shall not be charged for use of the Facility. However, staffing and service costs incurred by CCECS or by damage to equipment or Facility may be charged to the user.
- B. The dean of CCECS may deny any request for use of the Facility which poses undue risk of damage to the Facility or furnishings, or injury to the audience. The dean of CCECS may also require University affiliated organizations using the Facility to maintain appropriate levels of liability insurance naming the University and State as additional insureds.

**III. RESERVATIONS**

- A. Reservations shall be made upon completion of a Facility Use Request application submitted to CCECS.
- B. Reservations for approved uses will be accepted on a first come, first served basis following the scheduling of functions and activities under items I.A.1, I.A.2 and I.A.3 above.
- C. Reservations for functions and activities in priority categories I.A.1, I.A.2 and I.A.3 may be made up to a year in advance.
- D. The dean of CCECS shall have the authority to preempt a previously scheduled function when it is determined to be in the best interest of the University.

**IV. PHYSICAL SET-UP/CLEAN UP**

- A. To avoid general charges, users are responsible for their own set-up, break-down, & clean-up of the Facility. User must clean and re-set the room to its original setting immediately following the end of the event. If CCECS staff must do the set-up, break-down, & clean-up, the user will be billed accordingly.
- B. Plans for any changes to the Facility's current set-up must be attached in detail to this Facility Use Request and be approved by the dean of CCECS. Charges may be assessed for any changes made without prior approval.
- C. The event sponsor is responsible for any damages to the Facility and damages or loss of its equipment and furnishing incurred during the event.
- D. **Food and drink are not to be consumed in the classrooms.**

**V. AUDIO VISUAL/MEDIA EQUIPMENT**

- A. Users are responsible for providing their own Audio Visual & Media equipment needs.
- B. The user assumes responsibility for the equipment in the room during occupancy. Technical assistance is NOT available after 4:30 on weekdays or weekends and holidays. The Office of Technology will provide free training in proper use of equipment: call 933-3188 or email [rchi@hawaii.edu](mailto:rchi@hawaii.edu) for an appointment no later than five business days before the event.

**VI. CONDUCT AND USER RESPONSIBILITIES**

- A. Groups are responsible for the behavior of their members and guests.
- B. Groups will abide by all statutes, ordinances, and policies of the State, County, and University. Failure to observe such statutes, ordinances, and policies will result in the forfeiture of any deposit and/or suspension of Facility use privileges.
- C. Children under 12 must be accompanied and supervised by an adult who will assume responsibility for their safety and welfare.
- D. Motorized vehicles, skateboards, roller skates and other similar devices are prohibited in the Facility. Bicycles are to be placed in the racks provided and are not allowed in the building.
- E. Seeing-eye dogs are the only animals allowed in the Facility.
- F. Smoking is prohibited in all enclosed areas, including the bathrooms, and covered lanai areas.
- G. The use of noxious chemicals, combustibles and cooking equipment, except by authorized personnel in designated area, is not allowed. Prior approval by CCECS is required for such use.

**THE USER IS RESPONSIBLE FOR ADDRESSING ANY QUESTIONS REGARDING THESE REGULATIONS TO CCECS PRIOR TO USE. IN SIGNING THIS FORM, THE USER AGREES TO ABIDE BY ALL REGULATIONS OF THIS FACILITY & CCECS.**