



3-1 SPECIAL EVENTS SCHEDULING

- 1.0 DEFINITIONS
- 2.0 REQUESTS
- 3.0 FEES
- 4.0 CANCELLATIONS
- 5.0 PAYMENT



1.0 DEFINITIONS

The following definitions are applicable to this section:

Special event - Any type of event that would necessitate a change to normal daily operations, or any pass request that would require parking arrangements for more than 10 vehicles.

UH affiliate - Any UH department, college, organization, or tenant or lessee at the UH Mānoa campus (i.e. UH Foundation, Research Corporation of the University of Hawai'i, East-West Center, etc).

Non-UH affiliate - Any entity not encompassed by the UH affiliate definition.

2.0 REQUESTS

UH affiliate special event parking arrangements are evaluated according to individual needs on a case-by-case basis and are scheduled based on available resources.

Non-UH affiliates are charged for all services, including but not limited to manpower, equipment, administrative, and other resources used. Non-UH affiliates must present an approved UH Facilities Use Agreement (or respective Campus Center, Student Housing, or Athletics Facilities Use Agreement).

Formal requests may be submitted at the following link:
<http://manoa.hawaii.edu/commuter/eventparkingrequest.html>

Requests shall be filed at least 14 calendar days in advance to avoid additional fees.

Inquiries may be made at eventprk@hawaii.edu, or call (808) 956-8899; 7:45 a.m. to 4:30 p.m., Monday - Friday, excluding state holidays.

3.0 PENALTY FEES

3.1 A late event fee of up to 25% based on a sliding scale will be added to all events that file their request



COMMUTER SERVICES

form with UHM Commuter Services less than 14 calendar days prior to the date of the event, as follows:

Days Before Event	Late Event Fee
11 - 13	5% or \$5, whichever is greater
7 - 10	10% or \$10, whichever is greater
4 - 6	15% or \$15, whichever is greater
0 - 3	25% or \$25, whichever is greater

Requests that may require additional contracted manpower/shuttles will not be accommodated from three days before the event.

Requests that may require Honolulu Police Department manpower will not be accommodated from six days before the event.

- 3.2 A change/cancellation fee of up to 50% based on a sliding scale will be added to all events that change/cancel less than 14 calendar days prior to the date of the event, as follows:

Days Before Event	Change Fee/ (Cancellation Fee)
11 - 13	5% or \$5, whichever is greater (10% or \$10 whichever is greater)
7 - 10	10% or \$10, whichever is greater (20% or \$20 whichever is greater)
4 - 6	15% or \$15, whichever is greater (30% or \$30 whichever is greater)
0 - 3	25% or \$25, whichever is greater (40% or \$40 whichever is greater)

Requests that may require additional contracted manpower/shuttles will not be accommodated from three days before the event. Requests canceling additional contracted manpower/shuttles within 24 hours of the event will be assessed a two-hour minimum charge per post.

Requests that may require Honolulu Police Department manpower will not be accommodated from six days before the event. Requests canceling additional HPD manpower within 24 hours of the event will be assessed a two-hour minimum charge per post.



4.0 SERVICE FEE SCHEDULE

Service	Fee
Reserved stall: Subject to space availability; includes all signage	Weekdays: \$16 per stall Weekends/state holidays: \$12 per stall
Special event passes: Host is responsible for issuing passes to attendees	Weekdays, 6:30 a.m. to 4 p.m.: UH affiliate, \$5 Non-UH affiliate, \$6 All other times: UH and non-UH affiliates, \$6
Contracted manpower traffic control: Direct traffic, secure VIP areas, etc.; three-hour minimum per post; one supervisor required per three guards	Weekdays, 6 a.m. to 6 p.m.: Guard, \$26 per hour Supervisor, \$27 per hour State holidays: Guard, \$39 per hour Supervisor, \$41 per hour All other times: Guard, \$33 per hour Supervisor, \$34 per hour
Contracted manpower gate attendant: Collect parking fees; three-hour minimum per post; one supervisor required per three attendants	Weekdays, 6 a.m. to 6 p.m.: Attendant, \$23 per hour Supervisor, \$24 per hour State holidays: Attendant, \$35 per hour Supervisor, \$36 per hour All other times: Attendant, \$29 per hour Supervisor, \$30 per hour



COMMUTER SERVICES

Service	Fee
Shuttles: 28-passenger shuttle three-hour minimum For events with less than a three-hour break, a "barn time" charge will be assessed at the hourly rate rounded up to the nearest hour (one-hour minimum)	Weekdays 6 a.m. to 6 p.m.: \$175 first two hours \$75 per hour thereafter State holidays: \$263 first two hours \$113 per hour thereafter All other times: \$219 first two hours \$94 per hour thereafter

5.0 PAYMENT

Payment must be made, in full, either:

- Prior to scheduling manpower (if applicable)
- Prior to reserved stall setup (if applicable)
- Prior to pass pickup (if applicable)
- Prior to scheduling HPD (if applicable)
- Prior to scheduling shuttles (if applicable)
- At least one business day prior to the event date