

**University of Hawai'i at Mānoa (UHM)**  
**Hawai'inuiākea School of Hawaiian Knowledge (HSHK)**  
**Kamakakūokalani Center for Hawaiian Studies (KCHS)**  
**FACILITIES USE GUIDELINES**

**RESERVATIONS:**

1. Scheduling will be conducted on a first come, first served basis in order of 1<sup>st</sup> Priority - HSHK/KCHS/KCHL/KPLOK/NHSS, 2<sup>nd</sup> Priority -UHM, 3<sup>rd</sup> Priority -Community.
2. Final approval will be at the Director & Faculty's discretion, especially events with a capacity of over 100, including any concerts or dances, and ongoing/long term events.
3. The Facilities Manager will confirm all reservations.
4. KCHS reserves the right to cancel a confirmed reservation up to 30 days prior to the event.
5. There is no fee to use KCHS facilities. However, all events must be free. If the event is a fundraiser, publicity needs to state that a donation is *suggested*.
6. Requestor understands that any event announcements and/or flyers must acknowledge KCHS as a co-sponsor. However, do not list KCHS telephone number as a source of information about your event.
7. KCHS hours are from 8 a.m. to 8 p.m. (Monday-Friday) and 8 a.m. to 4 p.m. (Saturday).
8. KCHS is closed on Sundays and State holidays.
9. Parking is provided and governed by the rules and regulations of the UHM Parking & Transportation Services for a fee and available in our parking lot (Zone 7) and the parking structure (Zone 22).

**FOOD SERVICE:**

1. If food is served/eaten in/around the Auditorium (Hālau o Haumea), Classrooms, or Conference rooms, it is the Requestor's responsibility to clean the room, remove all food, and take all trash to the dumpster. If the carpet is stained or dirtied, the Requestor AGREES TO SHAMPOO the carpet. The Facilities Manager will determine if carpet cleaning is required. If needed, the Facilities Manager will co-ordinate the cleaning with the Requestor.
2. Absolutely no cooking is allowed on the premises per Honolulu City & County Fire Marshall.
3. No smoking or alcohol beverages are allowed on the premises.
4. No eating in the Resource Room/Library or the Lecture Room.
5. No fire of any kind in or around the building.

**PHYSICAL SET-UP/CLEAN-UP:**

1. The Requestor is responsible for setting up, breaking down, and cleaning up, i.e. flowers, decorations, spills, etc. Trash must be bagged and removed to the dumpster located in the parking lot.
2. The Requestor is responsible for any and all damage to the facility and/or equipment/furnishings and for any loss of equipment and/or furnishings.
3. No signs or other material can be posted on painted walls or column surfaces, the use of tapes and/or other adhesives are strictly prohibited.

**CONDUCT AND RESPONSIBILITY:**

1. The requested facility/room/auditorium must be restored to its original condition.
2. The Requestor reserving space in KCHS is responsible for the behavior of his/her guests or members.
3. The Requestor is responsible for all liabilities resulting from personal accidents/injuries to persons attending the scheduled function/event. Kamakakuokalani CHS will not be a party to said lawsuits and/or claims by individuals or plaintiffs as a result of personal injury, damages or loss of personal effects.