

University of Hawai'i at Mānoa (UHM)
Campus Center Meeting and Event Services (CCMES)
REGULATIONS FOR USE OF CAMPUS CENTER FACILITIES

Reservations:

1. Users of the Campus Center facilities (Campus Center and Hemenway Hall) are organized into the following categories: Campus Center Board (CCB), Student Life & Development (SLD); Board of Regents (BOR); Chartered Student Organizations (CSO); Registered Independent Organizations (RIO); University Departments; Alumni/Faculty Retirees Association University of Hawaii at Mānoa (FRAUHM); All Others.
2. Scheduling will largely be conducted on a first come, first serve basis with exceptions made at the discretion of Campus Center Meeting and Event Services (CCMES).
3. The reservation of the Campus Center Ballroom by non-UH affiliated users and for non-UH affiliated events will begin two weeks after the first day of the semester, for the current semester.
4. All reservation requests are **NOT CONFIRMED** until the requestor receives a confirmation email from Campus Center Meeting and Event Services. A confirmation email is sent once the requestor has completed all requirements for the specific reservation.
5. Lead time required by CCMES to provide the requested facility/space will vary according to the preparations required (e.g., room setup needed, extra staff on-hand, etc.).
6. Scheduling of academic classes is not allowed in Campus Center facilities.
7. Series events may be subject to a time restraint for placing reservations. Inquire with CCMES staff.
8. The cancellation of events in meeting rooms and courtyards must be received by CCMES staff at least 1 business day prior to the start of the event. If done after this time frame, set-up fees will apply. For Ballroom events, cancellation must be received at least 7 business days prior to the event start date or set-up fees will apply. If a refund is being requested, cancellations must be received by CCMES staff within the time frame provided and in writing. Penalties may also apply if there is a 'no-show' or if cancellation is made after the given time frame of notice occurs. If a refund is requested, cancellations must be made in accordance with the time frame listed and must be received in writing. Department Special Programs are subject to a different cancellation policy.

Food Services:

1. Food service at the Campus Center Complex must be provided by Mānoa Dining Services Catering due to Sodexo's exclusive right to provide food at Student Success spaces.
2. Waivers may be available for certain student sponsored events.
3. Mānoa Dining Services Catering: (808) 956-2186, email: catering@hawaii.edu
View their menu at: <http://uhm.sodexomyway.com/catering/index.html>

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Alcohol:

1. Approval is needed to serve alcohol at any event in the Campus Center facilities. An alcohol approval form must be filled out and signed by the appropriate Dean/Director/Manoa Business Office. This website provides more information:
<https://manoa.hawaii.edu/studentsuccess/alcohol-policy/>
2. Category 7 groups are required to fill out a separate form.
3. Mānoa Dining Services' Catering unit must serve/sell alcohol for any event that is approved for the consumption/selling of alcohol in the Campus Center or Hemenway Hall buildings. Bale/Mānoa Gardens staff members are approved to serve/sell alcohol in Bale/Mānoa Gardens in Hemenway Hall.
4. Security may be required at events that include alcohol.

Physical Setup:

1. Arrangements for special equipment or services (sound system, technician, etc.) must be requested with CCMES. Lead time for special services is two weeks prior to the event.
2. Plans for decorations must be approved by CCMES.
3. Changes in the physical setup of a reserved space must be submitted to CCMES no later than two days prior to the event.
4. The sponsoring person/group is responsible for all damage to the facility and/or equipment furnishings, and for any loss of equipment/ furnishings.
5. Furnishings and equipment may not be moved without permission.
6. There shall be no attachment of materials on any surface of the building. Exceptions may be granted at the discretion of CCMES.

Minors at Events

1. Per Executive Policy (2.202), UH affiliated events involving minors will be subject to additional restrictions.
2. Non-UH affiliated events involving minors will also be subjected to additional restrictions including but not limited to carrying insurance specific liability insurance for minors, indemnification of the University of Hawai'i, etc.

Conduct and Responsibility:

1. Groups using facilities must restore them to their original condition.
2. Groups reserving space are responsible for the behavior of their guests and members.
3. It is understood that the organization will abide by all statutes, ordinances, and policies of the state, city, University, and Campus Center Complex.

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4. Failure to observe such statutes, ordinances, and/or policies will result in suspension of scheduling privileges for a month, plus responsibility for repayment 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 responsible. This includes any property damage occurring from use of the facility under the provisions of the agreement.
6. 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.
7. Liability insurance is required for Category 7 events. Exceptions may be granted at the discretion of CCMES. Liability insurance is required from 3rd party vendors who provide services in our facilities. Refer to liability insurance details below.
8. The officers, member and/or official representatives of the organization shall at all times use due care for public safety and agree to indemnify, defend and hold harmless the University of Hawai'i and the State of Hawai'i its officers, agents, employees or any person acting on its behalf (1) from and against 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 arising out of or connected with the performance of this agreement and will reimburse the University of Hawai'i for all attorney's fees, costs, and expenses in connection with the defense of such claims; (2) from and against 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.

Liability Insurance:

1. Event liability insurance is required for all C7 (non-UH affiliated) groups that are hosting events including, but not limited to, company events, private parties, public events, tabling, etc.
2. Events involving high risk activities will be required to provide liability insurance.
3. Vendors providing a service or selling goods are required to provide a Certificate of Insurance.

Please inquire with a CCMES staff member for more information and the specific insurance requirements pertinent to your event.