

Student Housing Services: Public Area Usage Policy & Procedure

Public areas are primarily for residence hall students; however with sponsorship of a hall staff member and/or resident student, groups can submit a request to reserve a room or space. Offices and official student groups (RIOs) affiliated with the University of Hawai'i may request space in the residence halls for programming purposes provided that they do not exclude any residents from their programs.

Room request approvals will be granted based on demand for the space and what other events have been scheduled by the hall. The following priority schedule will be utilized:

1s priority: Hall Staff Programs and Events

2 priority: Hall Government/RHA/RAC Programs and Events

3rd priority: Resident of Hall Events (includes events of other UH offices/RIOs with a student or staff sponsor)

4th priority: Other UH offices/ RIOs with no student or staff sponsor

Facilities may only be used by residents and staff. While residents may have guests over to use spaces, these guests may not constitute an outside group or organization. The intent of this policy is to provide guidelines for residents and staff use only. Please note: during the summer conference season, the Summer Conference Coordinator shall be in charge of approving requests for spaces in Frear Hall. Conference groups may have the first priority in reserve spaces during the summer conference season.

All public areas that are not capable of being enclosed may not be closed off to other residents wishing to participate in an event. For example, a group couldn't reserve the Hale Aloha Courtyard, organize a concert, and not allow residents to attend.

Any group approved to use a space must not exclude any student from participation for any reason. For example, a Bible Study group could reserve our spaces to conduct their meeting or event, but students who do not identify as Christian could not be excluded from the event. In rare circumstances, exceptions may be made to this policy with the approval of the Associate Director for Residential Life.

Large activities and events must provide appropriate security staff. This must be documented on Room Usage Request Form. Failure to provide adequate security may be cause for denial of usage or may cause staff to terminate the program in progress.

We will not approve any event whose primary purpose is to actively recruit students to a student organization. For example, a "Greek Information Session" would likely be approved so long as its purpose is to provide general information about being in a fraternity or sorority; but a recruiting event for an individual chapter would likely not be approved.

All requests must utilize Room Usage Request Form. This form may be obtained from the Residential Life Office in Johnson Hall "A" basement or from the Coordinator for Leadership & Programming. This form must be completed and approved one week in advance of any proposed meeting time or event. Requests not made within this time frame will not be evaluated.

The Coordinator for Leadership & Programming and/or Residence Directors have the final decision regarding all space usage requests within their area of supervision; unless a policy exception is requested, in which case consultation with the Associate Director for Residential Life must occur prior to a final decision being made.

Groups and individuals may be held liable for any damage to facilities, furnishings, carpets, etc. Facilities must be put back in original order after an event and cleaned appropriately. Groups must abide by all Residence Hall policies. Student Housing Services reserves the right to end any program or activity it deems inappropriate or a violation of the standards and policies of the University community. Groups violating University policy while utilizing Student housing Services spaces will be banned from future use for no less than one calendar year. Appropriate Student Conduct and/or Housing Policy violations may also be referred for judicial action.

The following spaces are available for use:

Hale Aloha Towers:

The Courtyard/ BBQ Pit Area, Floor Lounges, Roof Top Lounges of each Tower

2nd Floor Conference Rooms

Hale Wainani & Hale Noelani:

Wainani: F Lounge, I Lounge, Courtyard, or BBQ Area. Noelani: Lounge, BBQ Area, or Courtyard

Hale Laulima/Hale Kahawai Area:

Laulima Backyard Area (BBQ, Table Area, Volleyball Area)

Frear Hall:

Frear Hall 12th Floor Conference Room, Game Room, BBQ Area

Hale Ānuenu:

Front yard and BBQ Pit Area

Student Housing Services: Room Usage Request Form

Name of Requestor: _____ Date Submitted: _____

Email of Requestor: _____ Phone Number of Requestor: _____

Event Classification/Sponsorship (*check all that apply*):

- Student Housing Staff Program
- Hall Government/ RHA/ RAC
- Student Housing Staff Sponsored Program
- UH Department/ Office
- UH Registered Independent Organization
- Other: _____

Name of Hall Staff Sponsor (*if applicable*): _____

Print Name

Signature

Email of Sponsor: _____ Phone Number of Sponsor: _____

Date of Event: _____ Begin- End Time of Event: _____

Room/Space Requested: _____

Description of Event/Security Info:

By signing below, I agree to abide by all University Policies. Specifically, my group and I will abide by all Student Conduct Code Policies and Housing Policies and Community Standards while occupying the above space. Failure to abide by policies will end my ability and my group's ability to utilize Student Housing Services rooms and spaces in the future. I further agree that the space I am using will be put back in the same condition it was found in. All trash and other event specific items will be removed before the scheduled end time stated above.

Signature of Requester