

# Kīpuka Facilities Use Policy

This policy establishes practices and procedures for the use of the University of Hawai'i at Hilo "Redwood City" facilities in particular, the external and internal lanais. The approval of requests and scheduling of facilities is coordinated by Darlene Iokepa or Ginger Hamilton.

## FACILITY USE PRIORITIES

1. Priority for usage of facilities shall be programs that occupy PB 10, 11, and 12 and shall be on a first-come, first-served basis.
2. Use of facilities by UH Hilo faculty and staff and UH Hilo-affiliated programs and organizations are subject to the needs and convenience of the occupants of PB 10, 11, and 12.
3. Consideration for usage of facilities shall be given to programs and organizations without UH Hilo affiliation only with sponsorship by program(s) in PB 10, 11, and 12.

## USE APPLICATION PROCEDURES

1. An online use-request form must be completed and submitted.
2. If the requester of the facility is a STUDENT, a sponsor is required. A sponsor would consist of a faculty or staff of Kīpuka or UH Hilo.
3. Non-UH Hilo affiliated individuals, programs and organizations requires approval by the Vice Chancellor of Student Affairs.
4. The requester shall not assume that a request has been approved until they are notified in writing or by email as to the availability of the facility requested.
5. Kīpuka reserves the right to cancel, postpone, or alter all requests as necessary.

## FACILITY SET-UP

1. Changes in the physical set-up of the facility including moving existing tables and/or chairs or hanging signs or decorations must be noted in the use-application form and must be approved in advance.
2. The facility must be restored to its original condition and users shall be responsible for any and all damages.

## FOOD SERVICE

1. If food will be served, the requester is responsible for adhering to UH Hilo food policies.
2. Users serving non-UH Hilo contracted food and/or refreshments will be responsible for any health-related concerns.
3. Users serving food and/or refreshments will be responsible for removing and disposing of all food and trash in dumpsters located in front of Hale Kavanoe, behind the library, or between the Chancellor's office and the entrance to the Plaza and UCB.

## LIMITATION

1. The use of Kalākaua Technology Center (PB 10-1), Kamahuahua (11-14) and Hanakahi Hale shall not be a substitute for existing UH Hilo facilities available for the purposes of meetings, lectures, classes, events, etc.