



1. Purpose

To implement State of Hawai'i Administrative Rules Title 20, Chapter 13 and applicable Board of Regents (BOR) and University of Hawai'i (UH) policies and bylaws on the Use of University-owned Facilities and to establish guidelines and procedures that govern the use of campus facilities and grounds at Leeward Community College (LeeCC).

Applicable facilities use policies and bylaws include:

- a. State of Hawai'i Administrative Rules, Title 20, Chapter 13, Use of University-Owned Facilities (August 1982)
- b. BOR Policies and Bylaws, Chapter 10, Section 3, Use of University-Owned Facilities
- c. UH Executive Policy, E10.101, Delegation of Authority (July 1983)
- d. UH Executive Policy, E10.201, Facilities Use (July 1983)
- e. UH Executive Policy, E10.301, Policy to Govern the Use of University Owned or Operated Facilities (July 2011)

2. Objective

The objective of these guidelines is to govern and manage the short-term, occasional use of campus facilities and grounds at LeeCC for organizations with and without UH affiliation in order to ensure compliance with applicable UH and BOR policies.

3. Delegation of Authority

The Chancellor of LeeCC has delegated to the Vice Chancellor of Administrative Services or designee, the authority to develop and implement processes, procedures, and approvals required for use of campus facilities and grounds.

4. Statement of Policy

LeeCC is committed to furthering the educational development of the college community. In this regard, the college recognizes the importance of a wide range of

student, faculty, and staff activities. This does not mean that the college endorses the philosophy or views of the organizations or individuals conducting or participating in those activities.

5. User Categories

a. College-Affiliated Organizations:

Organizations or individuals affiliated with LeeCC where such an affiliation confers rights and benefits. The responsibility and authority for on-campus activities of institutional users must reside with students or employees of LeeCC. College-affiliated organizations include:

- i. College departments, offices, and programs.
- ii. Registered student, faculty, or staff professional and/or work related organizations.
- iii. Chartered campus organizations that include those holding a charter from the UH Board of Regents.
- iv. College-recognized organizations that include learned, academic and professional societies, and similar organizations within higher education; City and State governmental agencies; and organizations whose mission and purpose include providing support and services to the College or University.

b. Organizations Without College Affiliation:

As a publicly funded institution of higher education, LeeCC is not in competition with other institutions or commercial enterprises in the rental of campus facilities. There are circumstances, however, in which the nature of the activity is particularly appropriate to a campus facility. In these cases, LeeCC may enter into rental agreements with organizations without College affiliation.

6. Types of Use

- a. Registered student, faculty, and staff committees, organizations, and other College-affiliated organizations may use designated College facilities for activities and events related to their function and purpose.
- b. Organizations without College affiliation may use designated College facilities for charitable, civic, community, cultural, or educational activities which are

operated on a not-for-profit basis and do not infringe upon, delay, or conflict with the normal operations of LeeCC.

- c. Organizations affiliated with the College and those without affiliation shall not be allowed to use campus facilities or grounds for political fundraising activity purposes and/or for the personal benefit of organizations or individuals where such use is in competition with other privately owned facilities.

7. Priority of Use

- a. Campus facilities and grounds are provided primarily for the support of the regular educational functions of LeeCC and the activities necessary for the support of these functions. The functions of the College take precedence over all other activities in the use of campus facilities and grounds.
- b. Registered student, faculty, and staff organizations and other College-affiliated organizations shall have priority over organizations without College affiliation in the use of campus facilities and grounds.
- c. The availability of campus facilities for use by organizations without College affiliation shall be subject to the needs and the conveniences of LeeCC. In the event of conflicting demands for use of specific facilities or grounds by organizations without College affiliation, scheduling priority shall be given to those activities that further the purposes and is in the best interest of LeeCC.

8. Facilities Use Request Procedures

- a. The use of campus facilities and grounds by all organizations shall be by reservation on a first-come-first-served basis subject to the scheduling priorities listed in Section 7, Priority of Use.
- b. Requests for use of campus facilities and grounds must be submitted at least two (2) weeks prior to the scheduled event.
- c. Campus facilities and grounds may not be reserved for a period in excess of one (1) semester in duration. This limitation applies to College affiliated organizations and organizations without College affiliation.
- d. The following organizations/activities shall be exempt from the facilities use request processes and procedures:
 - i. Scheduling of LeeCC credit courses.

- ii. Departments, divisions, and units requiring use of their own assigned classrooms and/or conference room facilities during normal business operating hours of the College; Monday – Friday, 7:45 a.m. – 4:30 p.m. excluding holidays.
- e. Scheduling of campus facilities and grounds is coordinated by the following scheduling officers:
 - i. Facilities Use Manager for use of all campus facilities and grounds.
 - ii. Theatre Manager for use of the Theatre building.
- f. Organizations shall obtain and complete a facilities use application form in order to reserve campus facilities and grounds.
 - i. “Facilities Use Request by LeeCC Affiliated Faculty, Staff, and Student Organizations” form shall be used by College student, faculty, and staff organizations affiliated with LeeCC (Attachment A).
 - ii. “Request and Agreement for Use of College Facilities” form shall be completed by all organizations without College affiliation (Attachment B).
- g. In addition to other requirements which may be imposed, organizations without College affiliation which have been authorized to use designated College facilities and/or grounds, shall be required to:
 - i. Observe established UH and LeeCC policies and procedures.
 - ii. Indemnify, defend, and hold harmless the College and the State of Hawaii and their officers, employees, agents, or any person acting on behalf from and against; (1) 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 connected with the use of College facilities; (2) all claims, suits, and damages by whomsoever brought or made by reason of the non-observance or non-performance of University or College rules and policies or the rules, regulations, ordinances, and laws of the federal, state, municipal, or county governments.
 - iii. Reimburse the College and the State of Hawai’i and their officers, employees, agents, or any person acting on their behalf for all attorney fees, costs, and expenses in connection with the defense of any such claims.

- iv. Reimburse the College for any damage (beyond normal wear and tear) to the facilities resulting from their use.
 - v. Compensate the College according to the terms and conditions provided in the agreement for use of College owned facilities.
 - vi. Obtain and maintain throughout the period of use, liability insurance in an amount of at least one million dollars (\$1,000,000) for bodily injury liability arising out of each occurrence and in an amount of at least one million dollars (\$1,000,000) for property damage liability arising out of each occurrence. The College and the State of Hawaii and their officers, employees, and agents shall be listed as insured under the policy. Prior to the date of use, the user shall provide to the College a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the College and the State of Hawai'i, and their officers, employees, and agents.
- h. General procedures governing the application and reservation for use of campus facilities and grounds.
- i. An organization/individual requests the use of a campus facility by completing one of the two facility use request forms (ref. Section 8f or Special Use Facilities section) and submitting it to the proper scheduling officer.
 - ii. Scheduling officer shall determine the appropriateness of the use of requested facilities, the charges for use and services, and any special requirements, such as parking, security, utilities, janitorial services, and insurance.
 - iii. The organization/individual shall be notified as to the availability of the facility requested and the charges to be assessed.
 - iv. Prior to the scheduled event, the organization/individual shall be required to make payment in full for the use and services. Checks are to be made payable to "Leeward Community College."

9. Special Use Facilities

Certain College facilities have been designated as Special Use Facilities. This designation requires the facilities use requestor, regardless of User Category (ref. Section 5a and 5b), to comply with special reservation procedures in order to secure the facility for their event, meeting, or activity.

The following facilities have been designated as Special Use Facilities:

- a. Student Lounge – Campus Center Building. Requests for use shall be coordinated with the Student Life Coordinator’s office and the Facilities Use Manager’s office.
- b. Senate Chambers – Campus Center Building. Requests for use shall be coordinated with the Student Life Coordinator’s office and the Facilities Use Manager’s office.
- c. The Pearl Restaurant – Campus Center Building. Requests for use shall be coordinated with the Culinary Arts Coordinator’s office and the Facilities Use Manager’s office.
- d. Theatre Building. Requests for use shall be coordinated with the Theatre Manager’s office.
- e. Ka’ala Room – General Technology (GT) Building, Room 105. Requests for use shall be coordinated with the Facilities Use Manager.

Guidelines and procedures for Special Use Facilities are referenced in the attached Appendix A.

10. Denial of Use

- a. The scheduling officer will contact (either by telephone or email) the organization/individual in the event that a facility use request is denied. The reasons for disapproval shall be communicated to the requestor at that time.
- b. If the organization/individual wishes to appeal the denial of use decision of the scheduling officer, the organization/individual may request a review by the Vice Chancellor of Administrative Services. The request for review shall be made in writing. The decision rendered by the Vice Chancellor of Administrative Services will be considered final.

11. Charges for Use of College-Owned Facilities

- a. In general, LeeCC divisions, units, or areas or LeeCC-affiliated organizations or individuals, are not charged for the use of College facilities when the use or activities are directly associated with their programs. However, divisions, units, or areas or LeeCC-affiliated organizations or individuals may be charged for extraordinary expenses associated with the use of College facilities or grounds.

- b. Organizations or individuals without College affiliation shall be charged according to provisions in the contract or agreement covering their use of College facilities or grounds.
- c. When engaging in fundraising or admission-charged activities or events, all College-affiliated organizations, including LeeCC divisions, units, or areas, shall be charged direct and any extraordinary expenses associated with the use of the facilities or grounds. Charges for indirect costs will be reviewed on a case-by-case basis.
- d. The Vice Chancellor of Administrative Services or designee may waive or reduce the charges for the use of the College's facilities and grounds.

12. Public Forum Area

- a. The Vice Chancellor of Administrative Services has designated the covered lanai area in front of the Learning Commons (The Plaza) as a public forum area whereby individuals may assemble and engage in public speech activities.
- b. Organizations or individuals requesting use of other areas of campus for public speech activities must receive approvals, in advance, from the Facilities Use Manager.
- c. When a location other than The Plaza is authorized and utilized for public speech activities, the guidelines and procedures governing time, place, and manner of such activities (ref. Section 12) shall be observed.

13. Guidelines and Procedures Governing Time, Place, and Manner of Public Speech Activities

- a. The use of The Plaza for public speech activities shall be on a first-come-first-serve basis with proper authorization from the Facilities Use Manager.
- b. Public speech activities may be conducted in the public forum area provided that such activities are conducted in an orderly manner and do not interfere with classroom instruction, office or student privacy, study conditions, meetings and ceremonies, pedestrian or vehicular traffic, or other functions of the College.
- c. Individuals utilizing The Plaza for public speech activities must comply with UH and LeeCC policies and procedures.

14. Solicitation

- a. No solicitation shall be conducted in any building, structure, facility, or on any grounds, sidewalks, or streets on the campus of LeeCC.
- b. The following activities shall not be deemed solicitations prohibited by this section:
 - i. Sale or offer for sale of any newspaper, magazine, or other publications by means of a vending machine in an area designated by LeeCC; or the sale or offer for sale of such materials by individuals which is conducted in compliance with the guidelines and procedures governing the time, place, and manner of such activities.
 - ii. Sale or offer for sale of any food or drink items by means of a vending machine operated by LeeCC, or its subcontractor(s), in an area designated by LeeCC.
 - iii. The operation by LeeCC, or its subcontractor(s), of any bookstore, specialty stores, laundry, cafeteria, bank, barber shop, or other service facility for the convenience of the students, faculty, or staff.
 - iv. The collection of tuition, fees, and other charges in connection with the operation of LeeCC.
 - v. The collection of membership fees or dues by registered student, faculty, or staff organizations.
 - vi. The collection of admission fees for the exhibition of movies, speakers, or other programs that are conducted or sponsored by LeeCC, or a registered student, faculty, or staff organization.
 - vii. Fundraising activities sponsored by registered student, faculty, or staff organizations or other College-affiliated organizations for the benefit of LeeCC.
 - viii. Fundraising activities sponsored or co-sponsored by LeeCC.
 - ix. The sale or offer for sale of any publication of LeeCC or of any book or other printed material to be used in the regular academic work of LeeCC.
 - x. The sale of goods or services, admission charges, fees, or other solicitation of funds in conjunction with an authorized activity by an

organization without College affiliation, when it is established to the satisfaction of LeeCC that the proceeds therefrom are to be used exclusively to defray the expenses of conducting that activity.

- c. The Vice Chancellor of Administrative Service or designee may exempt other forms of solicitation if it is in the best interest of the College.

15. Sponsorship

- a. College-affiliated organizations may sponsor other organizations or individuals and thereby qualify for use of campus facilities at LeeCC.
- b. The sponsoring organization shall be responsible for all damages resulting from the use of campus facilities or grounds.
- c. The sponsored organization shall agree to comply with all UH and College policies and procedures.
- d. College-affiliated organizations may sponsor speakers for educational and lecture purposes.
 - i. The sponsorship of a speaker shall not imply approval or endorsement of the views expressed by either the sponsoring organization or LeeCC.
 - ii. Scheduling procedures shall be followed prior to completing arrangements for the speaker.

16. Violation

The violation of any College policies, guidelines, or procedures contained herein, or the terms and conditions of any executed use or rental agreement, shall be grounds to terminate or deny the right of an organization or individual to use campus facilities or grounds at LeeCC.

17. Enforcement

The Vice Chancellor of Administrative Services or designee shall be charged with the enforcement of the guidelines and procedures governing use of the facilities and grounds of LeeCC.

Appendix A
Special Use Facilities
Guidelines and Procedures

Certain College facilities have been designated as Special Use Facilities. This designation requires the facilities use requestor, regardless of User Category (ref. Section 5a and 5b), to comply with special reservation procedures in order to secure the facility for their event, meeting, or activity.

A-1. Student Lounge – Campus Center Building

- a. Requests for use shall be coordinated through the Office of Student Life and Facilities Use Manager's office.
- b. Requests for use shall comply with all guidelines and procedures set forth by the Office of Student Life and the guidelines and procedures outlined in this document.

A-2. Senate Chambers – Campus Center Building

- a. Requests for use shall be coordinated through the Office of Student Life and the Facilities Use Manager's office.
- b. Requests for use shall comply with all guidelines and procedures set forth by the Office of Student Life and all applicable guidelines and procedures outlined in this document.

A-3. The Pearl Restaurant – Campus Center Building

- a. Requests for use shall be coordinated through the Culinary Arts Office and the Facilities Use Manager's office.
- b. Requests for use shall comply with all guidelines and procedures set forth by the Culinary Arts Office and all applicable guidelines and procedures outlined in this document.

A-4. Theatre Building

- a. Requests for use shall be coordinated through the Theatre Manager's Office.
- b. Requests for use shall be made using the Theatre application forms and processes. The application forms are available on the LeeCC website or may be requested from the Theatre Manager's Office.

- c. In addition to the Theatre application forms and processes, users of the Theatre shall comply with all applicable guidelines and procedures outlined in this document.

A-5. Ka'ala Room – General Technology (GT) Building, Room 105

a. General Guidelines

- i. The Ka'ala Room, formerly known as GT-105, will not be used or scheduled for regular classroom instruction, but rather, will be used primarily as a state-of-the-art and technology-rich meeting, conference, workshop, seminar, and reception space.
- ii. All requests for use of the Ka'ala Room shall be coordinated through the Facilities Use Manager's office. Requests for use shall be made using the appropriate facilities use request forms (ref. Section 8f). The application forms are available on the LeeCC website.
- iii. Users of the Ka'ala Room shall comply with all applicable guidelines and procedures outlined in this document.

b. Physical Set-Up

- i. The default configuration of the Ka'ala Room is with all tables folded in their upright position and nested on the Diamond Head mauka wall. Chairs should be stacked and be positioned along the Wai'anae mauka wall.
- ii. Users of the Ka'ala Room shall have the responsibility to arrange the tables and chairs in the room configuration of their choice. Following the conclusion of their event, meeting, or activity, the tables and chairs shall be returned to the default configuration.
- iii. Prior to returning the tables and chairs to the default configuration, users shall ensure that the furniture used is wiped down and cleaned. Cleaning supplies will be furnished to the users.
- iv. Glass whiteboards are available for use and shall only use pens and erasers furnished to the users. Users shall be required to clean the glass whiteboards. Cleaning supplies will be furnished.

c. Room Access

- i. Access to the Ka’ala Room will be coordinated through the Facilities Use Manager’s Office and room reservations will be posted on the daily facilities use report.
 - ii. Prior to the scheduled event, meeting, or activity, Campus Security will unlock both exterior access doors.
 - iii. At the conclusion of the event, meeting, or activity, users of the facility will be responsible for contacting Campus Security to ensure that the facility is secured.
 - d. Use of Technology
 - i. The audio-visual systems used in the Ka’ala Room are complex and present the user with various levels of sophisticated multimedia options. Users are encouraged to rehearse their presentations in advance of their actual event, meeting, or activity.
 - ii. As part of the facility use request process, users will be asked to identify the level of use and support required from a technology standpoint. This will assist the Facility Use Manager, the Information Technology Group, and the Educational Media Center in identifying the technical support required for each event, meeting, or activity. The four (4) categories of use include:
 - Level 1: Stand-Up Presentation
 - Level 2: Multimedia Presentation
 - Level 3: Video Conferencing
 - Level 4: VIP

If appropriate, the level of use and support will be calculated as part of the facility use charges.
- e. Help-Desk
 - i. For equipment or technology related assistance, contact the Information Technology Group (ITG) Help Desk at 455-0271.
 - ii. If the Help Desk is unavailable or additional technical support is required, contact the Educational Media Center (EMC) Intec Services at 455-0201.
- f. Food Service

- i. Consultation shall be made with the Facilities Use Manger for any request that involves food and beverage service.
- ii. If food and beverage service is approved for use, it is the sole responsibility of the user to remove all rubbish from the room. Users will return the room to the same or better condition in which it was found.

Appendix B
Facilities Use Request for Classrooms by UH Affiliated Faculty Staff, and Student
Organizations

Please refer to the LeeCC Facilities Use website for the appropriate application form.

Website: <http://www.leeward.hawaii.edu/facilitiesuse>

Appendix C
Request and Agreement for Use of College Facilities

Please refer to the LeeCC Facilities Use website for the appropriate application form.

Website: <http://www.leeward.hawaii.edu/facilitiesuse>