



The use of Leeward Community College facilities is governed by policy approved by the University of Hawaii Board of Regents. These practices and procedures govern the short-term occasional use of campus facilities, including campus grounds and parking lots by organizations with and without university affiliation.

All requests must be submitted no later than 2 weeks prior to function date to allow review, authorization and scheduling. A response to requests should be expected within five (5) business days. Do not publicize event until you have received proper clearance. Failure to follow this schedule may result in this request being denied. By your signature on this form, the user agrees that all facilities use will be left in the same condition as before use **(i.e. tables and chairs rearranged for a function must be restored to original set-up, white boards erased, lights turned off, etc.)** before leaving.

User category:

1. Registered student organization: _____ / _____
(Name of Organization) (Signature of faculty advisor & campus ext.)

Print Name: _____

2. Faculty or Staff organization: _____ / _____
(Name of Organization) (Signature of faculty advisor & campus ext.)

Print Name: _____

3. College-recognized organization with the primary purpose of providing service or support to the college:

_____ / _____ Print Name: _____
(Name of Organization) (Signature of faculty advisor & campus ext.)

Department/Division Chairperson/Student Life Coord. (Print Name: _____)

Authorized Signature: _____ Date: _____

Purpose of Use: _____

Purpose of Use: Public Welcomed? _____ Estimated Attendance? _____ Fees? _____ Amount? _____

DATE(S) REQUESTED: _____

DAY(S) OF THE WEEK IN USE (CHECK ALL THAT APPLY):

SUN MON TUES WED THURS FRI SAT

TIME OF USE: _____

TYPE OF FACILITIES NEEDED: _____

REQUEST: APPROVED / DISAPPROVED

Remarks: (Complete both pages before submitting to AD-112)

NOTE: Computing and/or Audio/Visual equipment should be secured through your own division office or user's organization.

Request for additional folding tables & chairs should be submitted to Operations & Maintenance via a work request.

William K. Akama III
Leeward Community College
Office of Administrative Services – Facilities Use
Phone: (808) 455-0558

FACILITY ASSIGNED: _____

Open By: _____ **Close By:** _____

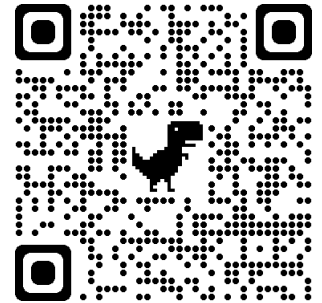
Copies to: Applicant Custodial Security Other: _____



Facilities Use Practices & Procedures

1. Space availability may be viewed by scanning the following QR code or by visiting <http://rooms.leeward.hawaii.edu/emswebapp/BrowseForSpace.aspx>

2. Use of GT-105 (Ka'ala Room) audio/visual equipment is based on user already having received orientation prior to date of use. An orientation session may be arranged by contacting the media center at ext. 222.



3. Organization requesting use of Leeward Community College Cafeteria must either pay custodial overtime to clean-up after event or may elect to organize within their own organization an ad-hoc clean-up committee. If an ad-hoc committee is formed, one representative must clearly be in charge and responsible for clean-up. This includes making sure to remove all flyer/signs taped up on walls or glass windows, picking up rubbish and properly bagging and disposal of rubbish in dumpsters. If the organization elects to use Leeward Community College custodial services for cleaning, a deposit of \$40.00 should be enclosed, check made payable to Leeward Community College.

4. If any organization wishes to be able to consume alcoholic beverages on-campus, they must first obtain written approval through the Chancellor's Office and submit approval along with the "Facilities Use Request" form. If no written approval is attached, alcoholic beverages are prohibited from being consumed or distributed.

5. If you are requesting use of the Leeward Community College Theatre, please contact Theatre Manager at 455-0380 for proper approval forms and regulations.

6. Facility users must understand and agree to restore facilities and/or rearrange furniture back to the original set-up before leaving. Trash being removed must be properly disposed of in dumpsters only. Otherwise are subject to additional fees and/or penalties.

NOTE: Failure to follow these rules may result in future requests being denied.

I _____ have read the above rules and regulations for facilities usage and agree to abide by it.

Signature: _____

Date: _____