

Policy Number: L10.201

Approved Date: December 24, 2019

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**Leeward Community College
Facilities Use Guidelines and Procedures**

1. Introduction:

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 on the Use of University-Owned Facilities and to establish guidelines and procedures that govern the use of facilities and grounds owned or controlled by Leeward Community College (Leeward CC).

2. Related Statutes and Policies:

- State of Hawai'i Administrative Rules, Title 20, Chapter 13, Use of University-Owned Facilities (August 1982)
- BOR Policy, RP 10.205, Use of University-Owned Facilities (October 2014)
- UH Executive Policy, EP 8.200, Policy on Contracts and Signing Authority (November 2018)
- UH Executive Policy, EP 10.101, Delegation of Authority (October 2014)
- UH Executive Policy, EP 10.201, Use of University-Owned Facilities (October 2014)
- UH Executive Policy, EP 10.206, Free Expression on University Campuses (December 2014)

3. Policy Objectives

The objective of these guidelines and procedures is to govern and manage the short-term, occasional use of all facilities and grounds that are owned or controlled by Leeward CC for organizations with and without UH affiliation in order to ensure compliance with applicable State of Hawai'i, BOR, and UH policies.

4. Delegation of Authority

The Chancellor of Leeward CC 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 facilities and grounds at all Leeward CC owned or controlled locations.

5. Statement of Policy

Leeward CC 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.

6. User Categories

- a. College-Affiliated Organizations: Organizations or individuals affiliated with Leeward CC where such an affiliation confers certain rights and benefits. The responsibility for use of Leeward CC owned or controlled facilities or grounds by College-Affiliated Organizations shall reside with Leeward CC employees. Leeward CC employees who coordinate the use of such facilities or grounds, shall be responsible for the planning, organizing, administering, and directly supervising the use of the facilities or grounds for the duration of the event or function.

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, Leeward CC 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 Leeward CC owned or controlled facility. In these cases, Leeward CC may enter into rental agreements with organizations without College affiliation.

7. Types of Use

- a. Registered student, faculty, and staff committees, organizations, and other College-affiliated organizations may use designated College owned or controlled facilities or grounds for activities and events related to their function and purpose.
- b. Organizations without College affiliation may use designated College owned or controlled facilities or grounds 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 Leeward CC.

- c. Organizations affiliated with the College and those without affiliation shall not be allowed use of College owned or controlled 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.

8. Priority of Use

- a. College owned or controlled facilities and grounds are provided primarily for the support of the regular educational functions of Leeward CC 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 College owned or controlled 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 College owned or controlled facilities and grounds.
- c. The availability of College owned or controlled facilities and grounds for use by organizations without College affiliation shall be subject to the needs and the conveniences of Leeward CC. 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 Leeward CC.

9. Facilities Use Request Procedures

- a. The use of Leeward CC owned or controlled 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 8, Priority of Use.
- b. Requests for use of Leeward CC owned or controlled facilities and grounds must be submitted at least two (2) weeks prior to the scheduled event.
- c. Leeward CC owned or controlled 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, functions, and activities shall be exempt from the facilities use request processes and procedures:
 - i. Scheduling of Leeward CC credit courses.

- ii. Leeward CC 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 Leeward CC owned or controlled facilities and grounds is coordinated by the following scheduling officers:
 - i. Facilities Use Manager for use of all Leeward CC owned or controlled facilities and grounds at all College locations.
 - ii. Theatre Manager for use of the Theatre building.
- f. Organizations or individuals requesting use of Leeward CC owned or controlled facilities or grounds shall obtain and complete the appropriate facilities use application form.
 - i. **Facilities Use Request by Leeward CC Faculty, Staff, and Student Organizations** form shall be used only by Leeward CC student, faculty, and staff individuals or organizations for internal Leeward CC use (Appendix B).
 - ii. Facilities use requests by a state government agency shall use either the long or short form **Facilities Use Agreement – State Government User** (UH Executive Policy EP 8.200, Policy on Contracts and Signing Authority, Appendix 5). Use of the long or short form will be determined by the Facilities Use Manager (Appendix C).
 - iii. Facilities use requests by a non-UH user shall use either the long or short form **Facilities Use Agreement – Non UH User** (UH Executive Policy EP 8.200, Policy on Contracts and Signing Authority, Appendix 5). Use of the long or short form will be determined by the Facilities Use Manager (Appendix C).
 - iv. Facilities use requests by a UH-affiliated user shall use either the long or short form **Facilities Use Agreement – UH Affiliated User** (UH Executive Policy EP 8.200, Policy on Contracts and Signing Authority, Appendix 5). Use of the long or short form will be determined by the Facilities Use Manager (Appendix C).
- g. General procedures governing the application and reservation for use of Leeward CC owned or controlled facilities and grounds.

- i. An organization/individual requests the use of a Leeward CC facility by completing the appropriate facilities use request for (ref. Section 8f or Special Use Facilities section) and submitting the form 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. The Business Office will create an accounts receivable record and invoice the organization/individual if there are fees for use or services associated with the facilities use request.
- v. 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."

10. Special Use Facilities

Certain Leeward CC facilities have been designated as Special Use Facilities. This designation requires the facilities use requestor, regardless of User Category (ref. Section 6a and 6b), 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; Education (ED) Building, Room 201; Education (ED) Building, Room 301. These rooms are not assigned to any Leeward CC department, division, or unit. Requests for use of these rooms shall be coordinated with the Facilities Use Manager.

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

11. 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.

12. Charges for Use of College-Owned Facilities

- a. In general, Leeward CC divisions, departments, or units or Leeward CC-affiliated organizations or individuals, are not charged for the use of Leeward CC facilities or grounds when the use or activities are directly associated with their programs. However, divisions, departments, or units or Leeward CC-affiliated organizations or individuals may be charged for extraordinary expenses associated with the use of Leeward CC 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 Leeward CC facilities or grounds.
- c. When engaging in fundraising or admission-charged activities or events, all College-affiliated organizations, including Leeward CC divisions, departments, or units 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 Leeward CC's facilities or grounds.

13. Public Forum Area

- a. The Vice Chancellor of Administrative Services has designated the covered lanai area in front of the Learning Commons (Concourse) 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 Concourse is authorized and utilized for public speech activities, the guidelines and procedures governing time, place, and manner of such activities (ref. Section 14) shall be observed.

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

- a. The use of the Concourse 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 Leeward CC.
- c. Individuals utilizing the Concourse for public speech activities must comply with UH and Leeward CC policies and procedures.

15. Solicitation

- a. No solicitation shall be conducted in any building, structure, facility, or on any grounds, sidewalks, or streets on property owned or controlled by Leeward CC.
- 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 Leeward CC; 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 Leeward CC, or its subcontractor(s), in an area designated by Leeward CC.

- iii. The operation by Leeward CC, 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 Leeward CC.
 - 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 Leeward CC, or a registered student, faculty, or staff organization.
 - vii. Fundraising activities sponsored by registered student, faculty, or staff organizations or other Leeward CC-affiliated organizations for the benefit of Leeward CC.
 - viii. Fundraising activities sponsored or co-sponsored by Leeward CC.
 - ix. The sale or offer for sale of any publication of Leeward CC or of any book or other printed material to be used in the regular academic work of Leeward CC.
 - 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 Leeward CC affiliation, when it is established to the satisfaction of Leeward CC 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 Leeward CC.

16. Sponsorship

- a. Leeward CC-affiliated organizations may sponsor other organizations or individuals and thereby qualify for use of facilities or grounds owned or controlled by Leeward CC.
- b. The sponsoring organization shall be responsible for all damages resulting from the use of Leeward CC owned or controlled facilities or grounds.

- c. The sponsored organization shall agree to comply with all UH and Leeward CC policies and procedures.
- d. Leeward CC-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 Leeward CC.
 - ii. Scheduling procedures shall be followed prior to completing arrangements for the speaker.

17. Violation

The violation of any UH or Leeward CC 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 facilities or grounds owned or controlled by Leeward CC.

18. 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 owned or controlled by Leeward CC.

Appendix A

Special Use Facilities Guidelines and Procedures

Certain Leeward CC facilities have been designated as Special Use Facilities. This designation requires the facilities use requestor, regardless of User Category (ref. Section 6a and 6b), 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 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 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 Leeward CC 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; Education (ED) Building, Room 201; Education (ED) Building, Room 301

- a. General Guidelines

- i. These facilities 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 these spaces 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).
- iii. Users of these facilities shall comply with all applicable guidelines and procedures outlined in this document.

- b. Physical Set-Up – Ka`ala Room

- i. The default configuration of this 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 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 these facilities 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 interior and 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 these facilities 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. 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 by Leeward CC Student, Faculty and Staff Individuals or Organizations

This form shall be used only by Leeward CC student, faculty, and staff individuals or organizations for internal use.

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

Appendix C

The following forms for facilities use are required by UH Executive Policy EP 8.200 – Policy on Contracts and Signing Authority, Appendix 5.

Facilities Use Agreement – State Government User

This form is to be used for facilities use requests by a state government agency. A long and short form version is available. The Facilities Use Manager will determine the appropriate version of the form to use.

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

Facilities Use Agreement – Non UH User

This form is to be used for facilities use requests by a non-UH user. A long and short form version is available. The Facilities Use Manager will determine the appropriate version of the form to use.

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

Facilities Use Agreement – UH Affiliated User

This form is to be used for facilities use requests by a UH affiliated user. A long and short form version is available. The Facilities Use Manager will determine the appropriate version of the form to us.

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