

For ALL individuals/groups/organizations that are using the University's facilities, you MUST have a statement on your announcements/flyers/adds on ADA accommodations. If anyone does request ADA accommodations, the individual/group/organizations shall provide these accommodations.

KAUA'I COMMUNITY COLLEGE
 Operations and Maintenance Department
 3-1901 Kaumuali'i Highway, Lihue, HI 96766

Attachment A

USE OF COLLEGE FACILITIES FORM

Name of Organization/ Non-Profit Organization		Non-Profit No.	Today's Date
Organization's Address		Mailed	
Organizational Representative's Name		Contact Phone	Contact Phone
Representative's Address		Facility Assigned	
Date(s) of Event		entry & exit time <small>(this includes set-up and clean-up time)</small>	
Purpose			
Donations or fees for the activity <input type="checkbox"/> will BE <input type="checkbox"/> will NOT be received or charged		Expected attendance:	
Classroom(s): \$30 between 7 am-7 pm/hour [hour(s) x room(s) = x \$30] (Mondays through Fridays, not including holidays, during the Spring and Fall Semesters)			
Classroom(s): \$35 between 7 pm-9 pm/hour [hour(s) x room(s) = x \$35] (Mondays through Fridays, not including holidays, during the Spring and Fall Semesters)			
Classroom(s): \$160 per hr between 7 am – 7 pm during non-working hours [hr(s) x room(s) = x \$160			
Classroom(s): \$165 per hr between 7 pm – 9 pm during non-working hours [hr(s) x room(s) = x \$165			
Other:			
Total Charges – Make checks payable to the University of Hawai'i			
Note: Computing and/or Audio/Visual equipment shall be provided by the user's organization.			
Please contact O & M to make arrangements for key pick-up/opening of doors and key return by calling 245-8364.			
NO FOOD/REFRESHMENTS ARE ALLOWED IN ALL CLASSROOMS.			
I have received a copy of the Kaua'i Community College Facilities Use Specifications. I have read the specifications and understand and agree to observe all rules and regulations as stated in the specifications. Please see back of form for additional conditions			
Signature of User		Authorized Position	
<input checked="" type="checkbox"/> University affiliated or registered organization <input checked="" type="checkbox"/> Government Agency <input checked="" type="checkbox"/> Copy of insurance policy attached <input checked="" type="checkbox"/> Written waiver for insurance coverage from UH Manoa President attached <input checked="" type="checkbox"/> Event co-sponsored by Kaua'i CC/UH – please attach a flyer			
<input checked="" type="checkbox"/> Approved		Signature of College Representative	
<input type="checkbox"/> Disapproved		Reason	

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Please be advised that there will be a charge to you if lights are not turned off and if doors are not closed and locked. Assessment of additional fees will be used to pay for personnel callback time.

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KAUA'I COMMUNITY COLLEGE
OPERATIONS AND MAINTENANCE DEPARTMENT

REQUEST AND AGREEMENT FOR
USE OF COLLEGE FACILITIES

DEFINITIONS: As used herein, "USER" means the organization making the request.

Premises shall be returned to the University upon expiration of the terms in good repair, order and clean condition, reasonable wear and tear expected. No alterations may be made without the expressed approval of the University.

The USER shall indemnify, defend and hold harmless the University of Hawai'i and the State of Hawai'i, and their officers, employees, agents, or any person acting on their 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 the facilities above assigned; (2) all claims, suits and damages by whomsoever brought or made by reason of the non-observance or non-performance of University and campus rules and policies or the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. Further, the USER shall reimburse the University of Hawai'i and the State of Hawai'i, and their officers, employees, agents, or any person acting on their behalf for all attorneys' fees, costs, and expenses in connection with the defense of any such claims.

The USER shall obtain and maintain throughout the period of use under this agreement 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 University of Hawai'i and the State of Hawai'i, 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 University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawai'i and the State of Hawai'i, and their officers, employees and agents.

Non-institutional users of University facilities must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawai'i. Furthermore, such users shall operate the program or activity on a not-for-profit basis.

The USER will take full responsibility for:

1. any special preparation of facilities;
2. restoring furniture and equipment as originally arranged;
3. cleaning up all areas affected and disposing trash in outside dumpsters;
4. preventing use of intoxicants on the premises;
5. observing of "No Smoking" ban where indicated;
6. preventing games of chance on the premises;
7. maintaining law and order;
8. turning off equipment and lights in rooms, hallways, and restrooms before leaving;
9. insuring that persons attending this function will park only in authorized parking areas;
10. no taping or tacking anything on walls of the classrooms and/or pillars inside/outside of classrooms.

The University of Hawai'i shall be responsible for damages or injury caused by the University of Hawai'i's agents, officers, and employees in the course of their employment to the extent that the University of Hawai'i's liability for such damage or injury has been determined by a court or otherwise agreed to by the University of Hawai'i, and the University of Hawai'i shall pay for such damages and injury to the extent permitted by law and approved by the Legislature.

In the event the USER has misplaced or lost the key(s) issued, the USER will be responsible for all costs to replace all necessary locks, duplication of keys, and services of a locksmith.

CCTR Kitchen Facilities Use Policy

- All individuals using kitchen facilities must wear proper attire: closed non- skid shoes; arms covered (no tanks or spaghetti straps); long pants
- All food handlers must wash hands (20 seconds, soap & water) after eating drinking, smoking or using the restroom, and dry using a single use disposable towel.
- All food handlers must wear disposable gloves (provided by group using facility) when handling ready-to-eat foods.
- Utensils must be used to prepare and serve food.
- When permitted to use Culinary equipment, group must wash/rinse/sanitize/air dry all equipment after use (DO NOT use terry towels to dry equipment).
- All rubbish must be removed from the facility - if rubbish leaks, group is expected to mop hallway/kitchen.
- Facility must be swept and mopped after use.
- At no time shall doors be propped open.

Failure to comply will result in barring the group from further use.

Please be advised that air conditioning may not be available for your event.

REMINDER: University policy is **NO SMOKING** allowed in its facilities, nor is it permissible to bring food or drink into any of the classrooms unless specifically approved by the University.

I have read, understand, and agree to the above.

Signature

Authorized Position

Date

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