



REQUEST AND AGREEMENT STUDENT LIFE CENTER RESERVATION FORM

Room 210, Campus Center, Kaua'i Community College, 3-1901 Kaunuali'i Hwy., Lihue, HI 96766 • 245-0112

ALL individuals/groups/organizations requesting usage of University facilities, MUST have a statement on announcements/ flyers/ads on ADA accommodations. If anyone requests ADA accommodations, the individuals/groups/organizations shall provide these accommodations.

Name of Organization:		Date application submitted:	
Primary User/Coordinator:	Title:	Phone:	E-Mail:
Organization Mailing Address:		Event Title:	

Please select requested area:

<input type="checkbox"/> ROOM 201 Conference Area	<input type="checkbox"/> ROOM 203 Student Lounge	<input type="checkbox"/> ROOM 209 Collaboration Area	<input type="checkbox"/> ROOM 212 Classroom #1	<input type="checkbox"/> COURTYARD Campus Center
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Date(s) of Activity/Program:	Hours of Use:	Expected Attendance:
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Definition: 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 and hold harmless the University of Hawaii and the State of Hawaii, 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 done by whomsoever brought or made reason of the non-observance or non-performance of the University and campus rules and policies or the rules, regulations, ordinances and laws of federal, state, municipal or county governments. Further, the USER shall reimburse the University of Hawaii and State of Hawaii and their officers, employees, agents, or any persons acting on their behalf for all attorney's fees, costs, and expenses in connection with the defense of any such claims. Non-institutional users of the University facilities must clearly indicate in all promotional material that the activity/ program is neither sponsored nor endorsed by the University of Hawaii. Furthermore such users shall operate the activity/program on a not-for-profit basis.

The USER will take full responsibility for:

1. any special preparation of the facility;
2. restoring furniture and equipment (if any) as originally arranged;
3. cleaning up all areas affected and disposing trash in outside dumpsters;
4. placing all recyclable cans and bottles in designated recycling bins;
5. preventing use of intoxicants on the premises;
6. observing of "No Smoking" policy twenty feet from any public entry;
7. preventing games of chance on the premises;
8. maintaining law and order;
9. turning off equipment and lights in rooms;
10. insuring that sponsoring USERS will park in designated and authorized parking areas;
11. no taping or tacking anything on walls, pillars, glass windows inside/outside of classrooms.

Future rules and regulations may be implemented as directed by the Student Life Coordinator.

Signature of User:		Date:
Approved	Student Life Coordinator Signature:	Date:
Declined	Reason:	

Use of College Facilities Form completed (Attachment A)

STAFF ONLY:

Display approved original Student Life Reservation Form at Room 210
Submit copy of Student Life Reservation Form to Operations and Maintenance Department

Revised 06-30-2017