

UNIVERSITY OF HAWAI'I HILO - NORTH HAWAI'I EDUCATION & RESEARCH CENTER (NHERC)

P.O. BOX 279, 45-539 PLUMERIA ST.

HONOKA'A, HAWAII 96727

PH#: (808) 775-8890 FAX#: (808) 775-1294

FACILITY USE REQUEST FORM

Facility Requested: Meeting Room A (seats 30) Conference Room (seats 140) Polycom Room (seats 20)
 Computer Lab (seats 13) Phase II Classroom (seats 20)

Person/Group Using Facility: _____

Mailing Address: _____

Phone Number: _____ Event Date: _____

Event Description: _____

Time Requested: _____ to _____ Time of Event: _____ to _____

Person **Requesting** Room: _____

Business Phone #: _____ Fax #: _____ E-Mail Address: _____

Estimated Attendance: _____ Equipment Requested: TV VCR/DVD Player Mobile Whiteboard Media Cart (Computer & Projector)

Event is open to: UH Community Invited Guests General Public
 Registered Participants Members Only

Organization/Group: UH Faculty/Staff/Admin/RISO For-Profit Agency Grassroots Organization
 Government Agency Non-Profit Agency Other (specify): _____

Will food/refreshments be served (**non-alcoholic beverages only**)? YES NO

Will an admission fee or tuition be collected? YES NO

By signing below, I agree to indemnify, defend 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 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, I shall reimburse the University of Hawaii and the State of Hawaii, 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.

I have read and fully understand the attached Facility Use Policy & General Regulations and understand that the NHERC Staff may deny any and/or all privileges of this facility if policies & regulations are not followed. I also understand that the NHERC holds highest priority over the use of this room and reserves the right to change my room assignment should an urgent and/or unexpected situation develop requiring the need to use this facility.

Signature of requestor: _____ Date: _____

Confirmed by: _____ Date: _____
UH Hilo-North Hawai'i Education & Research Center Staff

Office Use Only	
Payment amount: _____	Confirmation Number: _____
Payment date: _____	Payment Received By _____
Payment type: _____ Check # _____	_____
Staff signature: _____	Account Number: <u>263782</u> Object Symbol: <u>0702</u>
Mailing Address: _____	

NORTH HAWAII EDUCATION & RESEARCH CENTER (NHERC) FACILITY USE POLICY & GENERAL REGULATIONS

RESERVATIONS:

1. Any changes in your reservation must be made during business hours, Monday through Thursday, 7:45 am to 4:30 pm
2. This NHERC Facility Use Request form must be completed for all uses prior to the event. Your reservation is confirmed when the Facility Use Request form is returned to you with a confirmation number & signed approval by a NHERC staff.
3. To avoid any penalties, your reservation must be officially canceled 48 hours in advance of the event. Non-cancellation will result in forfeiture of deposit and/or liability for staff time.
4. If a deposit is charged, payment must be received at the time of confirmation. All checks should be made payable to UNIVERSITY OF HAWAII AT HILO. Prior approval is required for purchase orders.

ROOM FEES AND SERVICE CHARGES: (where applicable)

1. The attached form states estimated charges based on your current reservations. Should there be any changes in the actual use of the room the final invoice will be adjusted accordingly. Please review the estimated charges carefully and notify our office if there are any discrepancies or questions.
2. The user must notify the NHERC of any changes in the start and end of the reservation. Billings based on reserved hours and the user assumes responsibility for room charges regardless of actual time used.
3. A service fee in the amount of **\$50** will be assessed for any clean-up done by NHERC staff.
4. Service charges for damages will be professionally assessed and charged to the user accordingly.
5. Room use fees may be waived at the discretion of the NHERC Director.

COMPUTER USE SERVICES:

1. The user is responsible for reading the University System computer use policy and must agree to abide by the policy prior to use.
2. The user must sign the NHERC Acknowledgment Form prior to use.

FOOD SERVICES:

1. All food or refreshment of any kind must be cleared through the Department of Health. The NHERC does not have a food service facility and will not be liable for any food consumed within the facility.

PHYSICAL SET-UP/CLEAN-UP:

1. **Each room is equipped with tables and chairs. The user may change the configuration of the room. However, all tables and chairs must be returned to the original configuration upon completion of the event. A clean-up charge will be assessed if NHERC staff needs to reconfigure the room after the event.**
2. The user is responsible for any damages to the facility and damages or loss of its equipment and furnishing incurred during the event. The person in charge of the event and a designated NHERC staff person will do a room check prior to and after the event to insure an accurate assessment for any applicable charges.
3. The user must clean-up the room immediately following the end of the event to avoid incurring clean-up charges.
4. Groups having food and/or drinks are responsible for removing all food and trash. Trash should be disposed of in the dumpster located outside of the center, not in trash receptacles inside of the room.

AV/MEDIA EQUIPMENT:

1. Users are responsible for their own AV/Media equipment arrangements.
2. Certain AV/media equipment is available from the Center. This equipment is available on a first-request, first-served basis. Indicating the request on the request form increases the chances that the equipment will be available when needed.
3. The NHERC staff is not responsible for any equipment left in rooms.

CONDUCT AND USER RESPONSIBILITIES:

1. Groups are responsible for the behavior of their members and guests.
2. Groups will abide by all statutes, ordinances, and policies of the State, County, and University. Failure to observe such statutes, ordinances, and policies will result in the forfeiture of any deposit and/or suspension of future facility use privileges.
3. Children under 12 must be accompanied and supervised by an adult who will assume responsibility for their safety and welfare.
4. Motorized vehicles, skateboards, roller skates, bicycles and other similar devices are prohibited in the facility.
5. Seeing-eye dogs are the only animals allowed in the facility.
6. Smoking is prohibited in all enclosed areas, including the bathrooms, and covered lanai areas.
7. The use of noxious chemicals, combustibles and cooking equipment, except by authorized personnel in designated area, is not allowed. Prior approval by a North Hawaii Education & Research Center Staff is required for such use.
8. The person in charge of the event must check in with a NHERC Staff prior to use of the facility and check out upon completion of use. Failure to do so may result in additional charges for which the group will be held liable.

THE USER IS RESPONSIBLE FOR ADDRESSING ANY QUESTIONS REGARDING THESE REGULATIONS TO THE NORTH HAWAII EDUCATION & RESEARCH CENTER STAFF TO USE. IN SIGNING THIS FORM, THE USER AGREES TO ABIDE BY ALL REGULATIONS OF THIS FACILITY.

**NORTH HAWAI'I EDUCATION & RESEARCH CENTER (NHERC)
FACILITY USE FEE SCHEDULE 2011**

Group	Room	Room Rental	Room Rental
		during business hours	after business hours
		4hr/8hr	4hr/8hr
All UHH functions	Any room	Free of charge	Free of charge
All other UH system functions NOT charging a tuition/fee	Any room	Free of charge	Free of charge
All other UH system functions charging a tuition/fee	Meeting Room A Polycom Room	\$20.00 per credit	\$20.00 per credit
	Conference Room Computer Lab	\$25.00 per credit	\$25.00 per credit
Grassroots/Community groups NOT charging a tuition/fee	Meeting Room A Polycom Room	\$5.00/\$10.00	\$10.00/\$15.00
	Conference Room Computer Lab	\$10.00/\$15.00	\$15.00/\$20.00
Grassroots/Community groups charging a tuition/fee	Meeting Room A Polycom Room	\$20.00/\$30.00	\$30.00/\$40.00
	Conference Room Computer Lab	\$30.00/\$40.00	\$40.00/\$50.00
All other groups NOT charging a tuition/fee	Meeting Room A Polycom Room	\$30.00/\$50.00	\$40.00/\$60.00
	Conference Room Computer Lab	\$50.00/\$70.00	\$60.00/\$80.00
All other groups charging a tuition/fee	Meeting Room A Polycom Room	\$50.00/\$75.00	\$75.00/\$100.00
	Conference Room Computer Lab	\$75.00/\$100.00	\$100.00/\$125.00

Special charges

Any use of facility after business hours requires a \$25 after hours fee.

Computer Use Rates Annual Use - \$50.00
--