



FACILITIES USE REQUEST BY UH HILO
AFFILIATED FACULTY, STAFF AND STUDENT ORGANIZATIONS

The use of University of Hawaii at Hilo 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 two weeks prior to function date to allow review, authorization and scheduling. 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: University-Affiliated Organization

Organization Type:

University department, college, office, unit or program

Registered student, faculty or staff organization

Campus chartered organization

Name of RISO advisor/person in charge to be present at activity/event: _____

Department/Division Chairperson: _____
Print Name

Authorized Signature: _____ Date: _____

Purpose of Event: _____

Activity/Event will be open to: Organization Members Only University Community
General Public By Invitation Only

Purpose of Use: Open to public (Y/N) _____ Estimated attendance _____ Fees (Y/N) _____ Amount \$ _____

DATE REQUESTED: _____

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

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

TIME OF USE: _____

FACILITY REQUESTED: _____

WILL FOOD BE SERVED? NO YES If yes, Temporary Food Establishment Permit required unless contracted UH Hilo food concession or food truck vendor provides food. (See Attachment D)

WILL ALCOHOL BE SERVED? NO YES If yes, approved Request to Serve Alcoholic Beverages is required. (See Attachment A)

WILL A TENT BE USED? NO YES If yes, Permit for Temporary Structure Required (See Attachment D)

REQUEST: APPROVED / DISAPPROVED

Copies to: Applicant Custodial Security Other: _____