

University of Hawai'i at Hilo
PACIFIC ISLANDER STUDENT CENTER

FACILITY USE POLICY

PRIORITY USAGE

1. Priority for using the Center facility is UH Hilo programs, activities, meetings, and functions that support the mission of the Pacific Islander Student Center (PISC). The mission of the PISC is to provide a space in which Pacific Islander students and their friends can gather, meet, and study, as well as for others (students, faculty, staff, and community members) to learn about the region. Learning about the region includes holding events such as presentations, workshops, film showings, and guest speakers on Pacific themes and topics.
2. Requests by a student club require the approval of the club advisor.
3. Requests by a group or organization not affiliated with UH Hilo require the sponsorship of PISC. Community groups or organizations should discuss their event with PISC staff before submitting a request to use the facility.

REQUEST PROCEDURES

1. Submit a Facility Request Form. Requests should be submitted at least one week in advance. Requests received less than one week in advance may be approved on a case-by-case basis.
2. Requesters should not assume that a request has been approved until they are notified in writing.
3. PISC reserves the right to cancel, postpone, or alter requests as necessary.

FACILITY SET UP AND CLEAN UP

1. Changes in the set up of the facility including moving furniture must be noted on the Facility Request Form and must be approved in advance. Desktop computers cannot be moved.
2. The facility must be restored to its original condition upon completion of the event. If users are permitted to use the kitchen, the kitchen must be cleaned at the end of the event.
3. Users will be responsible for any damages.

FOOD

1. If food will be served, the requestor is responsible for obtaining approval from the Environmental Health and Safety Officer except when the food will be supplied by a UH Hilo contracted food vendor. Contact the Environmental Health and Safety Office at 808-932-7638 for more information.
2. Users serving food will be responsible for removing and disposing of all trash. Food that needs to be disposed of must be placed in either the trash can on the 3rd floor landing area (near the elevator) or in one of the dumpsters located outside of the Campus Center building.

EQUIPMENT

1. Users are responsible for the proper care and handling of equipment.
2. Equipment may not be borrowed or taken outside of the Center.
3. Users will be responsible for damages or loss of equipment and will be charged for repairs and/or replacement.

ON-SITE SUPPORT

1. Users must agree to set up the room themselves and operate equipment themselves. PISC will attempt to have a student employee on-site during an event who may be able to assist, but there is no guarantee that a student employee will be available.
2. Training on the proper use of equipment is available and should be arranged in advance of the event.

Updated January 21, 2021