



**EXTERNAL Request for Use of Kapiolani Community College Facilities, Buildings or Grounds**

**Must be submitted AT LEAST TEN (10) BUSINESS DAYS PRIOR to Request\*\***

When submitting this form to the Office of the VCAS, please print this on one sheet of paper, double-sided.

<b>Date Request Submitted: (m/d/yyyy):</b>	Is this a University of Hawai'i program or activity?    Yes    No
<b>Name of Organization (USER):</b>	If this request to use facilities is approved, users external to the University of Hawai'i System are required to:
<b>Address:</b>	1) Complete a Facilities Use Agreement (UH EP 8.200) 2) Users external to the State of Hawai'i, Government must attach a copy of their liability insurance policy reflecting KapCC and/or University of Hawai'i as additional insured.

<b>Organization's Contact person:</b>	<b>Business Phone:</b>	<b>Cell Phone:</b>
<b>Email Address:</b>		

<b>KCC Contact person:</b>	<b>Business Phone:</b>	<b>Cell Phone:</b>
<b>Email Address:</b>		

Facilities being requested:		Room Use Time	Event Time	Charges (To be completed by College)
Day/ Date:	Building(s)/ Room(s)	(Start/ End):	(Start/ End):	
			<b>Sub Total:</b>	
<b>Other:</b>				
			<b>Total:</b>	

<b>Purpose of Event:</b>	<b>No. of Expected Attendance:</b>
<b>Will there be Admission Charges:    Yes    No</b>	

**Service request:**  
**Does this event require Auxiliary Services to assist with setup, prep, moving or other services?    Yes    No**  
 If **Yes**, please include the following documents with this request:  
**Attach the Work Request** for specific services in detail and quantify if applies. Attached  
**Attach a detailed Diagram** of the setup, including specific location and layout of resources. Attached

**Please note:**

- For large, complex events requiring extensive planning and event preparation, this request should be submitted 12 weeks in advance of the event.
- Event resources, such as tables, chairs and other equipment are limited and not guaranteed
- Air Conditioning may NOT be available for your event

**Make check payable to:** Kapi'olani Community College  
**Send check to:** Kapi'olani Community College  
 Attn: Business Office  
 4303 Diamond Head Road, Honolulu, HI 96816

**Payment must be received (5) business days PRIOR to the event**  
**Total Charges:**

**BEFORE Signing:** Please review the "Use of College Facilities" on the reverse side of this form. Initial and sign where appropriate.

Print Name:	Title:	Date:
Signature: _____		

Reviewed by:

Facilities Request Denied for the following reason (s):	Approval Signature: Date:
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**USE OF COLLEGE FACILITIES**

\*Please initial where indicated\*

DEFINITIONS: As used herein for this agreement, "USER" means any organization making the request regardless of affiliation to the University of Hawai'i.

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. In the event the facilities are not returned in the same condition, the lessee will be charged for cleaning fees or damages (beyond regular and expected wear). **User initials:**

USERS who are not affiliated with the college and/or the University must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawaii. Furthermore, such users shall operate the program or activity on a not-for-profit basis. **User initials:**

USER shall abide by UH Board of Regents Policy E10.201 and Section 20, Chapter 13 "Use of University-Owned Facilities" as well as all laws that govern the United States of America and the State of Hawai'i.

The USER will take full responsibility for all of the following: **User initials:**

- 1) Making arrangements for 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) Ensuring that persons attending this function will park only in authorized parking areas.

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

**The College reserves the right to move your event to a similar facility in order to meet its primary mission of higher education.**

It is not permissible to bring food or drink into any of the classrooms unless specifically approved by Kapi'olani Community College.

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

\_\_\_\_\_  
**Signature of Person Assuming Responsibility**

\_\_\_\_\_  
**Authorized Position**

\_\_\_\_\_  
**Printed Name of Person Assuming Responsibility**

\_\_\_\_\_  
**Date**

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