Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

Angela Meixell. Ed.D.
Chancellor
Windward Community College
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WINDWARD COMMUNITY COLLEGE
Administration, Facilities

FACILITIES USE PRACTICES AND PROCEDURES

1. Purpose:
To establish procedures to govern the short-term occasional use of campus facilities, including campus grounds, by organizations with or without affiliation with the University of Hawai‘i.

2. User Categories:
   a. University-Affiliated Organizations:
      1) Registered student, faculty or staff organizations. (See WCC Policy Guideline 5-1 for Policy on Establishing Campus Organizations.)
      2) Chartered campus organizations. (These include organizations holding a charter from the UH BOR.)
      3) University-recognized organizations. These include learned, academic and professional societies, and similar organizations within higher education; City and State governmental agencies; and organizations whose mission and purpose include providing support and services to the University.

      The Office of the Provost shall maintain the current official list of registered and chartered campus organizations. Copies of the list shall be available in the offices of the Director of Community Services, the Dean of Student Services, the Director for Administrative Services, and the Library.

   b. Organizations Without University Affiliation:

      The University as a public institution is not in competition with other institutions or commercial enterprises in the rental of facilities. There are circumstances, however, in which the nature of the activity is particularly appropriate to a campus facility. In these cases Windward Community College may enter into rental agreements with organizations without University affiliation.

3. Types of Use:
   a. Registered student, faculty, and staff organizations and other University-affiliated organizations may use designated university facilities for activities and events related to their function and purpose.

   b. Organizations without University affiliation may use designated University facilities for charitable, civic, community, cultural, or educational activities which are operated on a not-for-profit basis and which do not infringe upon, delay, or conflict with the normal operation of Windward Community College.

4. Use Priorities:
   a. Campus facilities, including campus grounds, are provided primarily for the support of the regular educational functions of Windward Community College and the activities necessary for the support of these functions. Windward Community College functions take precedence over all other activities in the use of campus facilities.

   b. Registered student, faculty, and staff organizations and other University-affiliated organizations shall have priority over organizations without University affiliation in the use of campus facilities.

   c. The availability of campus facilities for use by organizations without University affiliation shall be subject to the needs and the convenience of Windward Community College. In the event of conflict in demand for use of particular facilities by organizations without University affiliation, scheduling priority shall be given to those activities which further University purposes.
5. **Use Application Procedures:**

The following procedures shall be followed by the applicant in obtaining authorization for the use of facilities at Windward Community College. These procedures shall apply to all user categories unless otherwise stated.

a. Applicants shall request the use of facilities by completing and submitting the Facility Use Request Form to the Director of Community Services. These forms are available in the Community Services Office (Eckerdt 113), Office of the Director for Administrative Services (Eckerdt 120), and Student Services Office (Waipa 132).

b. The Director of Community Services shall review the application to determine:

   1) applicant's affiliation (user category);
   2) applicability of proposed usage;
   3) facility availability;
   4) requirement for the Execution of Agreement (including indemnity and insurance coverage);
   5) applicable fee; and,
   6) recommend approval/disapproval to the Director for Administrative Services.

c. The Director for Administrative Services shall render approval or disapproval of the request and notify the applicant by telephone and by mail:

   1) If the request is approved, inform the applicant of the additional procedures that need to be taken, including the payment of fees in advance to reserve the requested facility.
   2) If the request is denied, provide reason(s) for the denial and inform the applicant that the decision may be appealed in writing to the Provost. The decision of the Provost is final.

d. Fees shall be collected at the Business Office. When payment is received, the Business Office shall issue a receipt to the applicant, stamp PAID on the application form, and return a receipted copy to the applicant which shall serve as the "permit." The original copy shall be forwarded to the Director of Community Services for file and to notify that office of the action taken and to confirm the reservation of the facility.

e. The Community Services office shall serve as the liaison for applicants without University affiliation, and shall provide required assistance to the user such as to arrange for the opening and/or closing of the rooms, arranging for security personnel, lighting, special equipment, and so forth.

6. **Public Forum Areas:**

a. Windward Community College has defined that area under and facing makai of the banyan tree immediately makai of Judd building as the Campus Public Forum area. This area shall extend fifty (50) feet from the base of the banyan tree facing makai (toward Waipa building) and shall be available on a first-come-first-served basis for public speech activities.

b. Individuals utilizing the Public Forum area must comply with the rules and policies stated in Section 7.

7. **Practices and Procedures Governing Time, Place, and Manner of Public Speech Activities:**

a. Public speech activities may be conducted in the Campus Public Forum area, provided that such activities are conducted in an orderly manner and do not interfere with classroom instruction, office or student privacy, study conditions, meetings and ceremonies, pedestrian and vehicular traffic, or other functions of the University.
b. Sound amplification equipment may be used in the designated public forum areas, provided that such use does not interfere with the educational functions and affairs of the University.

c. The distribution of newspapers, notices, pamphlets, and other printed or written materials is permitted in public forum areas and other campus areas, provided that such distribution does not interfere with the orderly conduct of University affairs, the maintenance of University property, and the free flow of traffic and persons.

d. The posting of notices, posters, and other printed or written materials is permitted on the general-use bulletin board space designated as follows: one each in the lobby area of Eckerdt, Waipa, Mahi, Lono, Judd, Haloa, and 'Iolani buildings. No material may be attached on restricted or dedicated bulletin board space, and to any structure or natural feature on campus, including, but not limited to the sides or doors of buildings, the surface of walkways or streets, posts, waste receptacles, and trees. Further, such other posting of notices shall comply with WCC Policy Guideline No. 3-11, Poster Policy.

8. Solicitation:

a. No solicitation shall be conducted in any buildings structure, facility, or on any grounds, sidewalks, or streets on the campus.

b. The following activities shall be expected from this prohibition:

1) Sale or offer for sale of any newspaper, magazine, or other publications by means of a vending machine in an area designated by Windward Community College, or the sale or offer for sale of such materials by individuals which is conducted in compliance with the practices and procedures governing the time, place, and manner of such activities.

2) Sale or offer for sale of any food or drink items by means of a vending machine operated by Windward Community College or its subcontractor in an area designated by Windward Community College.

3) The operation by Windward Community College or its subcontractor of any bookstore, specialty store, laundry, cafeteria, lunchwagon, bank, barber shop, or other service facility maintained for the convenience of the students, faculty or staff.

4) The collection of tuition, fees, and charges in connection with the operation of Windward Community College.

5) The collection of membership fees or dues by registered student, faculty, or staff organizations.

6) The collection of admission fees for the exhibition of movies, speakers, or other programs that are conducted or sponsored by Windward Community College, or a registered student, faculty, or staff organization.

7) Fundraising activities sponsored by and intended to support a registered student, faculty, or staff organization or other University affiliated organizations.

8) Fundraising activities sponsored or co-sponsored by Windward Community College.

9) The sale or offer for sale of any publication of Windward Community College or of any book or other printed material to be used in the regular academic work of Windward Community College.

10) The sale of goods or services, admission charges, fees, or other solicitation of funds in conjunction with an authorized activity by an organization without University affiliation, when it is established to the satisfaction of Windward Community College that the proceeds therefrom are not for personal gain, but to be used exclusively to defray the expenses of conducting that activity, and/or other community service activities.
9. **Violation:**

The violation of any of the practices and procedures contained herein, or the terms of any executed use or rental agreement, shall be grounds to terminate the organization's or individual's right to use campus facilities.

10. **Effective Date:**

This policy is effective as of August 1, 1995.

[Signature]

Peter T. Dyer
Provost

Attachments:

- Facility Rental Fees Schedule
- Use of University Facilities (Rental Agreement)
- Application and agreement for use of Community College Facilities
### FACILITY RENTAL FEES

<table>
<thead>
<tr>
<th>Facility</th>
<th>With University Affiliation</th>
<th>Without University Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Admission</td>
<td>Fund Raising Admission</td>
</tr>
<tr>
<td>Classrooms*</td>
<td>No charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Shops/Laboratory*</td>
<td>No charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Special Facilities: Student Lounge</td>
<td>No charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Theater (Eck 129)</td>
<td>No charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Auditorium (Eck 102)</td>
<td>No charge</td>
<td>$5.00</td>
</tr>
<tr>
<td>Designated Grounds** (space with toilet facilities)</td>
<td>No charge</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

*Air condition charge will be added to the rental fee when air conditioner is used. Rate to be determined by the campus.

**No charge when used for Student Government activities.
### University of Hawaii Community Colleges

**Application and Agreement for Use of Community College Facilities**

*(Please Type or Print Legibly)*

<table>
<thead>
<tr>
<th>Name of Organization:</th>
<th>Today's Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Street No.</td>
<td>City: State: Zip Code:</td>
</tr>
<tr>
<td>Organizational Representative:</td>
<td></td>
</tr>
<tr>
<td>Representative's Address:</td>
<td>City: State: Zip Code:</td>
</tr>
<tr>
<td>Representative's Phone Number:</td>
<td>Residence: Business:</td>
</tr>
<tr>
<td>Facility Requested:</td>
<td>Expected Size of Audience:</td>
</tr>
<tr>
<td>Date of Event:</td>
<td>Time From: To:</td>
</tr>
<tr>
<td>Nature of Use:</td>
<td></td>
</tr>
</tbody>
</table>

- Univ. Affiliation: _Yes_ _No_  
- Admission Charges: _Yes_ _No_  
- Rental Fee: _

| Organizational Representative Signature: | Date: |

**For University of Hawaii Use Only**

- Registered Organization: _Yes_ _No_ (If "No," requires separate rental agreement.)
- Requires Rental Fee: _Yes_ _No_  
- Requires Security Guard: _Yes-Specify No._ _No_  
- Requires Janitorial Services: _Yes_ _No_  
- Total Charges ($________):  
- Full Payment _Yes_ _No_  
- Liability Insurance Coverage Submitted: _Yes_ _No_  
- Signature: | Date: |

**Note:** Approval of Non-University affiliated organizations is conditional and subject to submission of required liability insurance coverage.

**Denied:**  
- Conflicts with college use.  
- Payment not made.  
- Use not permitted  
- Facilities unavailable.  
- Liability insurance coverage not submitted.  
- Other—Specify:  

**Special Instructions/Comments:**

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USE OF UNIVERSITY FACILITIES

RENTAL AGREEMENT

The ___________________________ organization has been granted approval to use ___________________________ facilities for a rental fee of ___________________________ dollars and ______ cents. The purpose of the event is ___________________________ and is scheduled to be held on ___________________________ starting at _______ and ending at _______.

The expected size of audience is ___________________________.

Premises shall be returned to the University upon expiration of the above term in good repair, order and clean condition, reasonable wear and tear expected. No alterations may be made without the express approval of the University.

__________________________ shall 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, ____________________________ 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.

__________________________ shall, during the period of this facility use, at its own cost and expense, maintain liability insurance for personal injury or death in the minimum amounts of $100,000 per person, and $300,000 per accident; and $25,000 property damages and the policy shall name the University of Hawaii and the State of Hawaii as a co-insured. Five (5) calendar days prior to the date of use, ____________________________ shall provide to the University a certificate of insurance verifying the existence of the necessary liability coverage, including the coverage of the University of Hawaii and the State of Hawaii, and their officers, employees and agents.

REMINDER: University policy is that no smoking is allowed in its facilities, nor is it permissible to bring food or drink into any of the rooms unless specifically approved by the University.
Non-institutional users of University facilities 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.

Use Authorized: UNIVERSITY OF HAWAII

By: ____________________________
Authorized Official

Using Organization: ____________________________
Organization

By: ____________________________
Representative