



## USE OF UNIVERSITY (MANOA) FACILITIES

### DOCUMENT REVISION HISTORY

The current version has been re-typed from a copy of a version approved by the BOR in 1973.

### GENERAL AUTHORITY

The Board of Regents of the University of Hawaii has regulatory power over all University buildings under State law. The Board has delegated this authority for buildings on the Manoa Campus to the Chancellor, Manoa Campus. In turn, the Chancellor has sub-delegated much of the operational authority to the Director, Facilities Management, who is responsible for maintenance of buildings and grounds.

- The Campus Center Board has jurisdiction over the use of Hemenway Hall and the Campus Center Building.
- The Department of Drama and Theatre has jurisdiction over the use of Kennedy Theatre.
- Auditoriums (except Orvis) are scheduled through Facilities Management.
- The Department of Music schedules the use of Orvis Auditorium.
- Classrooms are scheduled through the Bureau of Student Activities.
- Andrews Amphitheatre is scheduled and approved by Facilities Management.
- The Department of Intercollegiate Athletics has jurisdiction over the use of the Athletic facilities.
- East-West Center facilities fall under the jurisdiction of the Chancellor, East-West Center.

With the exception of Kennedy Theatre, East-West Center facilities and the Athletic facilities, all requests for the use of University (Manoa) facilities are processed through the Facilities Management Office.

### GENERAL POLICY

- 1) BOR established a policy for the utilization of University buildings which basically stated that:
  - a) University functions have priority,

- b) Use for propagandistic, political or any other purpose not consistent with the objectives of higher education is discouraged,
  - c) Each sponsoring group shall be responsible for the appropriateness of the program to the University's educational objectives,
  - d) When the appropriateness of such usage—either program or speaker—is in question, it shall be referred for decision to the President,
  - e) Use of such tax-supported facilities shall not be made available in competition with other comparable privately supported facilities when such usage is for the personal financial profit of an individual or non-eleemosynary (non-charitable) organization.interferes
- 2) Potential users of campus facilities are broadly classified into two categories:
- a) Category 1 users are University of Hawaii offices and department (including ASUH and USA); organizations registered with the Student Activities Office; and other State Departments.
  - b) Category 2 users are organizations not included in Category 1.

### RENTAL CHARGES

- 1) Kennedy Theatre — The general policy is that the auditorium is not available for events of a non-educational nature, nor for activities of profit-making organizations. However, if scheduling permits, the facility may be used by a non-University or non- East-West Center organization. The rental fee is \$100.00 per event per night.
- 2) 1Auditoriums (except Orvis)
- a) For events where no admission is charged or no donation is solicited:
    - i) \$10.00 per event per night for Category 1 users.
    - ii) \$20.00 per event per night for Category 2 users.
  - b) For events were an admission is charged or a donation is solicited:
    - i) \$40.00 per event per night for Category 1 users.
    - ii) \$50.00 per event per night or 10% of the gross receipts, whichever is greater, for Category 2 users.
- 3) Orvis Auditorium
- a) For events where no admission is charged or no donation is solicited:
    - i) \$10.00 per event per day for Category 1 users.
  - b) For events where admission is charged or a donation is solicited:
    - i) \$40.00 per event per day for Category 1 users

- ii) \$75.00 per event per day or 10% of the gross receipts, whichever amount is greater for Category 2 users.

4) Classrooms

- a) For events where no admission is charged or no donation is solicited:
  - i) No charge for Category 1 users.
  - ii) \$20.0 per event per night for Category 2 users.
- b) For events where an admission is charged or a donation is solicited:
  - i) \$10.00 per event per night for Category 1 users.
  - ii) \$40.00 per event per night for Category 2 users.

5) Andrews Amphitheater

- a) For events where no admission is charged or no donation solicited:
  - i) \$30.00 per event per day for Category 1 users
  - ii) \$150.00 per event per day for Category 2 users
- b) For events where an admission is charged or donation solicited:
  - i) \$150.00 per event per day for Category 1 users
  - ii) \$300.00 per event per day for Category 2 users

SHORT-TERM LEASE AGREEMENTS

Short-Term Lease Agreements and Non-Exclusive License Agreements and the related fees for use of University (Manoa) facilities are executed by the University's Office of Procurement and Real Property Management. All lessee/licensee fees are received by OPRPM and transmitted to Facilities Management for deposit into the Facilities Use revolving fund account.

COMMERCIAL FILMING AGREEMENTS

Commercial Filming Agreements and the related fees are executed by the Office of the Vice Chancellor for Administration, Finance and Operations, Manoa Campus. Fees are received by the OVCAFO and transmitted to Facilities Management for deposit into the Facilities Use revolving fund account.