I. SCOPE AND PURPOSE

The John A. Burns School of Medicine (JABSOM) facilities at Kaka`ako were constructed using State funds for the purpose of improving the health and wellness of the public. JABSOM has been assigned the responsibility to operate and maintain these facilities. In order to properly manage the use and upkeep of these facilities, the following policies and procedures shall apply.

II. GENERAL POLICY

A. Kaka`ako facilities are to be used first and foremost for educational, research, service and related support programs of the Medical School as authorized by the University of Hawai`i Board of Regents.

B. If space is available, entities not affiliated with the University or JABSOM may utilize, the facilities for their activities under the following conditions:

1. The purpose of the activity is for programs related to medical education and research benefiting JABSOM medical students, faculty, researchers, or other support functions relating to JABSOM operations.

2. The activity is not for the purpose of fundraising and or generating profit – with the exception of events synergistic with the mission of JABSOM and approved by the Special Events Coordinator or the Director of Project Planning & Facilities.

3. The activity does not infringe upon, delay, or conflict with the normal operations of JABSOM.
III. USER REQUIREMENTS FOR APPROVAL

A. Usage of JABSOM facilities shall be granted to JABSOM Departments and UH/JABSOM entities (BOR, Chancellor’s Office, UHF, UCERA and RCUH) on a priority basis. These latter entities shall be referred to as JABSOM Department & Affiliate Users. All other users will be considered External Users.

B. For JABSOM Department & Affiliate Users, written approval to use the room by the Department Chair must be obtained before submitting the reservation request to the Scheduler. The department shall be responsible for all charges, including damages resulting from the use of the facility.

C. In the event where a JABSOM Department or Affiliate User sponsors (see IX. SPONSORSHIP) an activity for an external entity, the request must be approved by the sponsoring Department Chair (or affiliate leader). A designated Department (or Affiliate) representative must attend the requested event. In addition, the request will be subject to review by the Special Events Manager. The Sponsoring department or Affiliate shall be responsible for all charges, including damages, resulting from the use of the facility if external entity fails to pay within 60 days.

D. All External Users may be required to provide evidence of adequate insurance protection. UH Risk Management Office or the UH JABSOM Contracting Officer will review and determine insurance coverage limits if required.

E. The Dean has final approving authority for the use of all JABSOM facilities.

IV. CONDITIONS FOR FACILITIES USAGE

A. Rooms requested may have been pre-assigned or otherwise not be available. The scheduling officer will determine room assignment. Request is not final until the JABSOM Reservation form is completed with all appropriate signatures, confirmation is given by Special Events Manager and completed reservation form is returned to User,
B. External Users - Security Deposit (subject to change). A security deposit of 25% of appropriate room rental fee is required for all external users to confirm reservations. Any balance due on the rental must be paid within 30 days of completion of the function.

C. Rooms must be restored to their original condition. User is responsible for any and all damages/loss to the facility, equipment and furnishings. When an external user is sponsored by a Department or Affiliate Entity, the Department or Affiliate Entity is responsible for any and all damages/loss to the facility, equipment and furnishings.

D. Food and beverages are not allowed in the Access Grid Room (MEB 202) and the Auditorium (MEB 315).

E. JABSOM will not be responsible for failure to carry out arrangements due to inclement weather, power failures, or conditions beyond our control. JABSOM reserves the right to cancel any facility rental agreement due to circumstances beyond our control.

F. As the JABSOM – Kaka`ako facility is a secured building, JABSOM Security shall be kept informed of all major meetings and/or events by the relevant Scheduling Officer.

V. SCHEDULING

A. Scheduling for JABSOM and Affiliate User meetings and events is delegated to the respective floor Scheduling Officers (See Appendix B).

B. Scheduling for External Users will be the responsibility of either the Special Events Manager. In addition, the Special Events Manager will also be responsible for the scheduling of meetings and events held in/on the Café Waiola, JABSOM-Kaka`ako Grounds, and JABSOM-Kaka`ako Lobby area. (See Appendix B)
VI. PROCEDURES

A. Scheduling will be conducted on a first-come, first-served basis subject to availability, and JABSOM Program priorities as listed in Section III A.

B. Lead time required by the designated Scheduling Officers to provide the requested facility/space will vary according to the preparations required (e.g. room set up requirements, extra staff on-hand, etc.)

C. Standing reservations (e.g., meetings) may be scheduled on a regular basis up to one year in advance. Reservation limits are subject to availability based on JABSOM Program priorities as stated in Section III A. All reservations are subject to change and/or cancellation due to JABSOM medical education classes.

D. In the event of cancellations, the user shall notify the proper Scheduling Officer to maximize usage efficiency.

E. Reservation and Scheduling Process

1. Department or JABSOM Affiliate User Process
   a. JABSOM entity (see IIIA) submits a completed JABSOM Reservation Form (online) to the appropriate floor scheduler (see Appendix B).
   b. Floor scheduler assigns a room and notifies the JABSOM entity.
   c. JABSOM entity shall receive a copy of the completed and processed application form.
   d. JABSOM entity is responsible for the coordination of their event.
   e. Department is responsible for having a department representative on the premises who will assume coordination and/or any problems for the duration of the event
   f. Approval by Department Chair (department representative can sign only if Chair is out of town or on vacation and signature authorization previously provided to Dean) required to confirm the event is
sponsored by Department and of benefit to the Department.

g. Department will provide contact information for event representative to the Special Events Manager.

2. External Process (submissions subject to approval by the JABSOM Special Events Manager

a. External entity submits a completed JABSOM Reservation Form to the Special Events Manager

b. The Special Events Manager shall determine the appropriateness of the request, charges for the usage and services, and any special requirements such as parking, security, custodial services, utilities, and insurance.

c. External entity will be notified, by email and/or mail, as to the availability of the room requested and the charges to be assessed.

d. Checks shall be payable to “University of Hawaii John A. Burns School of Medicine”, payment due upon receipt of invoice.

e. Upon receipt of payment, External entity shall receive a copy of the completed application form.

f. External entity shall work with the Special Events Manager to coordinate special requirements such as parking, security, custodial services, utilities, and insurance. The External entity shall not contact OIT, Security, or Custodial Service providers directly unless instructed to do so by the Special Events Manager.
VII. ADDITIONAL EXPENSES

A. Food

1. All food or refreshments of any kind must be cleared through the Special Events Manager. No outside food may be brought into any building without advanced approval.

B. Custodial Services

1. Custodial Services are required at events where food is served or events where there are over 100 attendees, unless otherwise specified.

2. All custodial services shall be provided by the current JABSOM contracted provider.

3. Internal and External Users shall work with the Special Events Manager to schedule custodial services.

C. Security Services

1. Security Services may be required at certain events.

2. All Security services shall be provided by the current JABSOM contracted provider.

3. Internal and External Users shall work with the Special Events Manager to schedule security services.
E. JABSOM reserves the right to charge for supplemental costs for large events held during the scheduled work week hours and on weekends.

D. Parking

1. When parking is requested, a guest list must be provided to the Special Events Manager no later than five (5) days prior to the event.

VIII. PHYSICAL ARRANGEMENTS

A. Arrangements for special equipment and/or technical, IT, A/V services must be made with the JABSOM Office of Information Technology (OIT) Helpdesk. Lead time for special services is two weeks prior to the event. During scheduled hours (M-F 7am-6pm) IT will be available for a maximum of 15 minutes for your event. Any time needed/requested over 15 minutes, will be at the published rate (in one hour increments).

B. If a technician is required after working hours or on weekends, an overtime fee listed on Appendix A shall be assessed. However, availability of IT or A/V technicians is not guaranteed. Please refer to the IT fee schedule for all Video Teleconferencing and Long Distance phone charge requests.

C. Plans for decorations must be approved by the Special Events Manager.

D. Changes in the physical set-up of a reserved space are the responsibility of the requestor. However, all requests for room alterations must be submitted to the Special Events Manager no later than 10 working days prior to the event.

E. The sponsoring person or group is responsible for any and all damage to the facility and/or equipment/furnishings and for any loss of equipment/furnishings.

F. Furnishings and equipment may not be moved without permission.
G. There shall be no attachment of materials on any surface of the building.

IX. CONDUCT AND RESPONSIBILITY

A. Groups reserving space are responsible for the behavior of their guests and members. Groups shall comply with all reasonable requests by JABSOM Security.

B. It is understood that the organization will abide by all statutes, ordinances, and policies of the State of Hawai‘i, City & County of Honolulu, University of Hawai‘i, and JABSOM.

C. Failure to observe such statutes, ordinances, and/or policies will result in suspension of scheduling privileges for a minimum of one month, plus responsibility for repayment of “out-of-pocket” costs for restoration, etc.

D. Any repeat occurrences of policy violations and/or infractions may result in a permanent ban from JABSOM facilities use.

E. It is agreed that any charges arising from the use of JABSOM facilities will be paid by the organization or individual indicated. This will include any property damage or theft occurring from the use of the facility under the provisions of the agreement. Where an External User is sponsored by a Department or Affiliate User, the sponsor will be responsible for any property damage or theft.

F. All entertainment must be of good taste and moderate volume. The JABSOM management must pre-approve all entertainment and shall not allow excessive noise on the premises. Live rock bands and amplified music are not allowed.

G. The officers, members and/or official representatives of the organization shall at all times use due care for public safety and agree to indemnify, defend and hold harmless the University of Hawai‘i and the State of Hawai‘i, 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 performance of this agreement;

2. All claims, suits and damages by whomsoever brought or made by reason of the non-observance or non-performance of any terms, covenants and conditions herein of the rules, regulations, ordinances and laws of the federal, state, municipal or county governments. And furthermore, shall reimburse the University of Hawai‘i and the State of Hawai‘i, and their officers, employees, agents, or any person acting on their behalf for all attorney’s fees, costs, and expenses incurred in connection with the defense of any such claims.

H. Non-institutional (External Users) of University facilities offering workshops, classes or other programs of formal instruction must clearly indicate in all promotional material that the program is neither sponsored nor endorsed by the University of Hawai‘i at Mānoa.

X. CHARGES FOR THE USE OF JABSOM FACILITIES

In general, JABSOM departments and named affiliates (Section IIIA) are not charged for the use of the facilities when meetings or activities are a direct part of their program and are scheduled during the work week (M-F) and working hours (7AM – 6PM).

A. JABSOM-affiliated shall be charged according to the facilities use rate schedule (Appendix A).

B. All External Users shall be charged according to provisions in the contract or agreement covering their use of JABSOM facilities.

C. When JABSOM departments or JABSOM-affiliated organizations charge admission or have fundraising at their event they shall be charged according to the facilities use rate schedule (Appendix A) and any additional expenses associated with the use of the facility, regardless of the day and/or time of the event.

D. The facilities use rate schedule (Appendix A) is subject to change at anytime and without advance notice.

E. The Special Events Manager at his/her discretion may waive or reduce the charges for the use of the JABSOM
facilities. In the event of an appeal by an internal department, the Office of the Dean shall have final authority.

XI. SPONSORSHIP

A. JABSOM Departments may sponsor other organizations if the activity is related to or benefits JABSOM. Sponsorship qualifies the other organization for the use of JABSOM facilities, but does not reduce or eliminate the reimbursement due to JABSOM for the use of the facilities.

B. The sponsoring department shall be responsible for all charges, including damages resulting from the use of the facility Section IX, CONDUCT AND RESPONSIBILITY – applicable sections.

C. The sponsored organization shall agree to comply with all University of Hawaii and JABSOM rules and regulations.

XII. APPLICABILITY AND TERMS

Exception and/or changes to this policy (although unlikely) may be made by the Dean of JABSOM at any time, given extraordinary circumstances. This policy shall be reviewed periodically and amendments made as appropriate. This policy is subject to change.