



# University of Hawaii John A. Burns School of Medicine Reservation Request

Fill in information requested and save and email to meliay@hawaii.edu or print and return to Melia Young.

## Contact Information

Organization

Address 1

Address 2

City  State  Zip Code

Responsible Party

Contact Name

Contact Email

Contact Phone

Click on the button that describes your group

- UH Department/Program
- UH Registered Organization
- Other (Describe)

Event will be open to:

- Invited guests only
- Organization members
- University community
- General public

## Event Information

Name

Food to be served?

- Yes
- No

### DESCRIPTION

**Please include:**  
 Background information on your organization; Affiliation or prior interactions with JABSOM; Specific purposes of your activity and how this may relate to the mission of JABSOM

Audio/Visual

- Projector
- PC
- Internet access
- Conference Calling
- IT or AV Tech
- Other (describe)

Date Requested  Alternate Date

Start Time (include setup)  End Time (include cleanup)

Actual Time of Event  Est. Attendance

Attendance charge?  Yes  No      Media invited?  Yes  No      Deliveries of equipment or food?  Yes  No

## Terms and Conditions for JABSOM Facility Use

- A. The John A. Burns School of Medicine (JABSOM) is a facility of the University of Hawaii. JABSOM events have priority usage of the facilities. Other University of Hawaii departments or organizations can request use of the facilities. Other non-University entities can request usage for events that are related to or are consistent with the mission of the JABSOM. Events may be accepted or denied at the discretion of the Dean's Office. Reservations must be approved and confirmed by the Special Events Manager (SEM) or their designee before proceeding.
- B. Reservations must be submitted at least 5 business days prior to the event. Cancellations must be submitted at least 2 business days prior to the event. Cancellations later than 2 business days will be subject to cancellation fees.
- C. Usage fees will be charged for non-JABSOM events. Additional fees may apply for additional services (e.g. security, janitorial, A/V, Supervisor) The SEM will provide you with a quote for events including additional charges).
- D. Serving of food and/or beverages must be cleared by and coordinated with the SEM. Food service is not permitted in all areas. Service of alcoholic beverages requires University administrative approval and should be submitted at least four weeks prior to event.
- E. Users will observe all established University and JABSOM rules and policies and/or rules, regulations, ordinances, and laws of federal, State, or County governments. Please refer to the Kaka`ako Facility Usage Policy.
- F. User will be responsible for all damages (other than normal wear and tear) for the actual amount as determined by JABSOM. Payment on such damages shall be submitted within (30) calendar days from the date of notification.
- G. User will provide at its own cost or expense, uniformed security guards if determined necessary by the University. Events with 100 or over attendees requires additional security that can be coordinated with the SEM at an additional cost.
- H. User will clearly indicate in all promotional material that the program is neither sponsored nor endorsed by JABSOM without approval from the SEM. The SEM should be provided with a copy of all promotional material and program information if available.
- I. User(s) will return the facility to its original condition and setup prior to the event. JABSOM does not provide cleaning services unless set up prior to event. User must property bag and dispose of all trash upon completion of the event unless janitorial services have been contracted through the SEM. Events of 100 or more attendees require additional janitorial services that can be coordinated with the SEM at an additional cost.
- J. Non-University entities are generally required to, at its own cost and expense, maintain liability insurance for personal injury or death in the minimum amount of \$100,000 per person and \$300,000 per accident, and \$25,00 property damages. The certificate hold shall be the University of Hawaii on behalf of the University of Hawaii John A. Burns School of Medicine. Include the statement "Certificate Holder is named as Additional Insured under the policy to the extent set forth in the General Liability policy provisions. " The requirement may be waived by JABSOM under special circumstances.
- K. Non-University entities will 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 any claims of suits.

**I verify that I have completed the reservation form accurately and have read and agree to the terms and conditions for the use of the University of Hawaii John A. Burns School of Medicine.**

Name of Responsible Party

Date

Signature

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