The William S. Richardson School of Law (Law School) Clinical Building Facilities Use Policy is guided by its mission and the benefit of such uses to the Law School community. Any use of clinical building facilities during the semester, summer school, January Term, or exam periods is limited. These policies are supplemental to the University of Hawaii System and Manoa campus policies and the General Facilities Use Policies.

**Clinical Building Room Use**

Law School faculty, student organizations, and staff may request to use rooms for Law School-related business and activities only. Please email questions about existing room reservations to lawclin@hawaii.edu or call (808)-956-0533.

**Priority for Spring 2020**

**First Priority:** Clinical classes and clinical meetings and events related to the school's experiential learning curriculum to include live client clinics, simulation-based courses, and the externship program.

**Second Priority:** Moot Court related meetings and events and other Law School classes and other Law School meetings and events that support the educational mission of the Law School, including but not limited to Judicial Court proceedings, Visiting Dignitaries, Jurists-in-Residence, etc.

**Third Priority:** Events that support the educational and professional development of the broader legal community in Hawaii.

**Fourth Priority:** Student organization meetings and events.

Other uses to be determined in the future once the building achieves full staffing and functionality.

**Classrooms**

The classrooms can be reserved through the Clinical Building Room Reservation Form. Requests for areas considered academic spaces cannot be approved until academic calendars and schedules are confirmed.

**Interview rooms**

These rooms are for clinical use only and can be booked by clinical faculty, clinical instructors, and clinical staff for clinical work and client meetings. Until further notice, the rooms should not be used as student study spaces. To allow for access by others, please leave promptly at the end of your reservation and take all items with you. There is no buffer time between meetings.

**Breakroom**

The Break Room (Room 108) will be open during the building’s public hours. Clinical faculty, students, and staff may use the space and appliances. If you want to use the breakroom in conjunction with an event, (ex. placing sandwich platters in the break room and asking that guests retrieve food there), please ensure that you note the use of the break room in your room reservation request.
All clinical building space requests must be submitted online at the William S. Richardson School of Law’s Clinical Building Room Reservations site located at https://www.law.hawaii.edu/clinical-building-room-reservation-form

Requests should be submitted at least 3 business days prior to the reservation. A room reservation is not confirmed by submitting an online request. Requests can only be confirmed and/or approved by Clinical Programs Staff.

The Requestor is responsible for:
- Appropriate use of the room(s) and for restoring the rooms to their pre-use condition.
- For example, the requestor must:
  - Return chairs, tables, and furniture to their original configurations
  - Clean tables and properly dispose of leftover food and waste
  - Erase whiteboards
  - Ensure the doors are closed and locked

Requestor is responsible for securing necessary equipment or facility needs, ex. AV/technical needs, alcohol permit, parking, etc.
- IT Services, contact law@it.hawaii.edu, 956-4727

Cancellations or Changes to a Request
Once a room request has been submitted, the requestor is not able to go back into the system to alter their request. If an event is canceled, postponed, or any time or location change implemented, please contact the clinical office immediately (lawclin@hawaii.edu) so that it can be adjusted accordingly in the system.