The William S. Richardson School of Law (Law School) facilities use policy is guided by its mission and the benefit of such uses to the Law School community. The Law School does not provide facilities for uses that do not support its mission. Any use of Law School facilities during the semester, summer school, January Term, or exam periods is limited. Any outside use must be approved by the Associate Dean for Student Services and must be submitted at least two weeks in advance. These policies are supplemental to the University of Hawaii System and Manoa campus policies.

Priority
First Priority: Academic Classroom commitment and Law School-sponsored meetings and events.
Second Priority: 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: Student Organization Events
Fourth Priority: Events which support the educational and professional development of the broader legal community in Hawaii.

Allowed Uses
1. Law School Programs: Students, faculty, and staff may request facilities reservations for Law School-related or Law School-sponsored meetings and events. Events sponsored by the Law School must be pre-approved by the Associate Dean for Student Services. Request for outside use will be responded to within two business days.
2. UH Events: Educational programs and events sponsored by University of Hawaii units may request use of Law School facilities. Reservations requested by University groups are taken on a first come, first serve basis.
3. Law School related organizations such as the Alumni Board and Friends of the Law School may request use of Law School facilities for their business meetings.
4. The broader legal community may request use of Law School facilities if the proposed use is related to the mission of the Law School and benefits the broader educational or professional development of the Hawaii State Bar Association (HSBA) (e.g., HSBA programs, professional development seminars, continuing legal education programs, trial academy).
5. Community, non-profit, and governmental entities may request use of Law School facilities, if the proposed use is related to the mission of the Law School and directly benefits the Law School and students.
6. The Law School may reserve facilities to organizations outside of the University community. Approval of the reservations may depend upon the appropriateness and/or fit of the event with the larger mission of the Law School and the University. Groups or organizations outside of the Law School community that wish to reserve a space should contact Amber Burgess at lawroom@hawaii.edu.

The decision to permit or restrict the use of facilities will be based first on prior academic classroom commitment, then prior reservation.

All groups using Law School facilities must comply with University of Hawai'i and Law School policies and standards. Groups failing to meet the standards or comply with regulations may be denied future use of Law School facilities. Any group causing damage to Law School facilities may be charged accordingly.

Non-Allowed Uses
Law School facilities are not available for individual or private business meetings or events.
Room Use
The seminar rooms and the main classrooms can be used by student study/discussion groups on an “as available” and “first come” basis without prior clearance. Access is by use of room combinations. A late class, an examination, a special event, or any formally scheduled event or class takes precedence.

Room requests for general student “study sessions” not involving class tutors or professors will not be fulfilled.

Disclosure of confidential room combinations to persons or groups outside Law School Community is prohibited.

Classrooms and Seminar Rooms are inappropriate for personal storage and sleeping.

Room Reservation Policies & Procedures
Spaces classified as a classroom, seminar room, or conference room can be reserved through the Law School Rooms Reservation System if the request is outside regularly scheduled classes. The procedures governing the use of campus facilities shall apply to the use of outdoor spaces on University property as well. Factors that play a part in the approval of outdoor locations may include location of the event, time of the event, city ordinance and the proximity of the event to community neighbors, proximity of the event to classes and offices, noise control, etc.

All space requests must be submitted online at the William S. Richardson School of Law’s Room Reservations site located at www.law.hawaii.edu/rooms.

Requests should be submitted at least 2 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 Events Office Staff.

All requests are subject to approval by the Associate Dean for Student Services.

The Requestor is responsible for the 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, erase chalkboards and whiteboards, and ensure the doors are closed and locked.

Requestor is responsible for securing necessary equipment or facility needs, i.e. AV/technical needs, alcohol permit, parking, etc.

Library Rooms
The Law School Library manages the use of shared rooms. For more information about securing a room in the Library, interested groups should contact the Library Public Services Manager.

Restricted Time Periods
Students and non–law school groups may not reserve rooms during study period and finals. Faculty who have meetings/conferences, etc. may reserve rooms year round.

Reservation Timing
Reservation requests for the following semester will not be accepted until the dates specified below:

Fall: August 1       Spring: December 1       Summer: May 1

Requests for areas considered academic spaces cannot be approved until academic calendars and schedules are confirmed.
Facilities and Scheduling Policies

Exceptions for requests further out on the calendar can only be made by the Dean, Associate Dean for Student Services, and the Events Office Staff.

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 Events Office immediately (lawroom@hawaii.edu) so that it can be adjusted accordingly in the system.

Scheduling Policies

Lunch Break Programming
The purpose of the Lunch Break Programming Schedule is to manage the frequency and types of events that occur during the two lunch hours. For the purposes of the Law School Calendar, events include but are not limited to meetings, trainings, speaker presentations, forums, panels, symposiums, conferences, or other similar gatherings where food and/or beverages may or may not be served.

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<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Lunch Break A</td>
<td>11:30-12:30</td>
<td>1L Professional</td>
<td>Open</td>
<td>Administration/ Certificate</td>
<td>Open</td>
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<td>Development Open</td>
<td>2L-3L</td>
<td>Programs</td>
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<td>Professional</td>
<td>Development Open</td>
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<td></td>
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<td>Academic Success</td>
<td>Program tutoring sessions for 1L classes will usually be held during Lunch Break A</td>
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<tr>
<td>Lunch Break B</td>
<td>12:30-1:30</td>
<td>Open</td>
<td>Open</td>
<td>Administration/ Certificate</td>
<td>Open</td>
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<td></td>
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<td>Open</td>
<td>Open</td>
<td>Programs</td>
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</tbody>
</table>

Only one event will be scheduled during each “Open” time slot, on a “first come” basis. Student Organizations or Certificate Programs may request rooms for events during any of the “Open” time slots.

Requests for events open to the greater Law School Community in conflict with scheduled Programming (Monday Lunch Break A, Tuesday Lunch Break B), Administration (Thursday) events, and Special Programming (visiting Jurists, dignitaries, courts, etc) will not be approved.

* Events exempt from these guidelines include informational tabling in the Courtyard and meetings in a Seminar Room expecting 10 or fewer people, where food and/or beverages may not be sold or served.

Student organizations may schedule recurring meetings up to two times each month.

_Last updated: September 13, 2018_