William S. Richardson School of Law
General Facilities Use Policies

The William S. Richardson School of Law (Law School) facilities use policy is guided by its mission to prepare students for excellence in the practice of law and related careers that advance justice and the rule of law in a collaborative multi-cultural community.

The availability of Law School facilities during Fall/Spring Semester, Summer School, January Term, or during exam periods is limited.

Non-Law School sponsored events seeking to use any Law School facilities must be approved by the Associate Dean for Student Services and must be submitted to the Events Office at lawroom@hawaii.edu at least two weeks in advance.

The Law School reserves the right to deny use of its facilities or equipment at any time. Prior use of facilities does not guarantee any subsequent approval of request(s).

All groups using Law School Facilities must comply with the University and the Law School’s policies. These policies supplement the University of Hawai‘i System and Mānoa Campus Policies. Any group failing to comply with the policies will not be allowed use of Law School facilities. Organizations and groups using Law School facilities will be responsible for damages and/or costs incurred due to the conduct or lack of care by its members, invited guests, or participants.

The procedures governing the use of campus facilities shall also apply to the use of outdoor spaces, such as the Law School Courtyard.

Priorities

1. Academic classroom commitments and Law School-sponsored meetings and events.
2. Events that are compatible with and directly support the Law School’s mission, including but not limited to judicial proceedings, visiting governmental/judicial/legislative dignitaries, Jurists-in-Residence, and other similar bench and bar programs.
3. Law Student organization events.
4. Events that support the educational and professional development of the legal community in Hawai‘i.
5. Events that support the educational and professional development of the University of Hawai‘i, its campuses, and its programs.

Room Use

Students and Faculty may use unreserved seminar rooms and classrooms for study and discussion, on an “as available” and “first come” basis, without prior clearance from the Events Office. Confidential room combinations may not be disclosed to person(s) or groups outside the Law School Community.

Storage of personal items in classrooms and seminar room is not allowed.

Violation(s) of any of the facility use procedures may result in loss of facility access/use.
William S. Richardson School of Law
General Facilities Use Policies

Allowed Uses

Law School Programs
Students, Faculty, and Staff may request facilities reservations for Law School-sponsored or Law School-related meetings and events.

Law School-Related Organizations
Organizations such as the WSRSL Alumni Association and Friends of the Law School Advisory Board may request facilities reservations for business meetings and other events related to their organizations as it relates to the Law School.

Legal Community
Organizations and individuals in the legal community may request facilities reservations if the proposed use is related to the Law School’s mission and the event benefits the broader educational and/or professional development of Law Students, or the legal community. Such organizations include, but are not limited to, Hawaii State Bar Association (HSBA), HSBA programs, professional development seminars, mandatory continuing legal education (MCLE), and trial academies.

University of Hawai‘i Offices and Departments
Educational programs and events sponsored by University of Hawai‘i units may request facilities reservations.

Community, Non-Profit, Government Entities, and Other Organizations
Community, non-profit, and governmental entities may request facilities reservations if the proposed use is related to the Law School’s mission and directly benefits the Law School and Law Students.

Approval will depend on the appropriateness of the event as it relates to the Law School’s mission and that of the University.

Groups or organizations outside of the Law School community requesting to reserve a space should contact the Events Office at lawroom@hawaii.edu or the Associate Dean for Student Services.

Prior use of facilities does not guarantee any subsequent approval of request(s).

Non-Allowed Uses
Law School facilities are not available for individual or private meetings or events.

Law Library
The Law Library allows limited use of its rooms for educational use only to groups officially affiliated with the Law School or other recognized educational institutions under the University of Hawai‘i system. Because of the lack of space and concern for the needs of the Law School, the Law Library reserves the right to revoke this privilege at any time. Permission may be granted when use of the rooms does not result in undue inconvenience and disruption to our primary Law Library patrons. The Law Library manages its own room reservations. For more information, visit www.law.hawaii.edu/library.
**William S. Richardson School of Law**  
**General Facilities Use Policies**

**Room Reservation Policies and Procedures**
Classrooms, seminar rooms, and conference rooms can be reserved through the Law School Rooms Reservation System. The room(s) can be reserved if not in use for classes or other previously scheduled events.

As a general rule, study sessions outside of the Academic Success Program will not be granted room reservations.

Groups wishing to reserve the outdoor spaces should be aware that the time of the event, city ordinance, proximity of the event to community neighbors, and proximity to classes and offices may determine if usage will be approved.

**Reservation Requests**
All space requests must be submitted online via the William S. Richardson School of Law Room Reservations Form at [www.law.hawaii.edu/rooms](http://www.law.hawaii.edu/rooms).

Room use and availability can be viewed through rooms calendars at [www.law.hawaii.edu/all-rooms](http://www.law.hawaii.edu/all-rooms).

It is recommended that requestors check the availability of the room desired at the preferred time before making a request.

Requests should be submitted at least two business days prior to reservation. Requests are processed by the Events Office the order in which they are received. A room reservation request will be confirmed or denied by the Events Office Staff via email.

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

Person(s) submitting the request are responsible for securing alcohol permits, parking, and AV/technical needs with appropriate offices.

Person(s) submitting the request are responsible for the appropriate use of the room(s) and for restoring the rooms to its pre-use condition, including but not limited to returning chairs and tables to original configurations, erasing chalkboards and white boards, turning off lights, and closing doors.

**Reservations Timing**
In the interest of making Law School academic programs a priority, room requests for classrooms and other academic spaces will not be confirmed until after academic calendars and the class schedules are confirmed.

Reservation requests for the following semester will be processed starting on the dates specified below:

- **Fall:** May 15  
- **Spring:** November 15  
- **Summer:** April 15

Exceptions to this policy can be made only by the Dean, Associate Dean for Student Services, and the Events Office Staff.

**Cancellations or Changes to a Request**
Cancellations, changes, or postponements to room reservations cannot be done online. Please promptly contact the Events Office via lawroom@hawaii.edu or by telephone at 956-8478 if you need to cancel or make changes to your request. Approvals of these changes are subject to availability.
Scheduling Policies

The following events will always take precedence over all other events:
- Annual Law School Programs (i.e. Orientation, Graduation)
- Visiting Jurists, Dignitaries, and Special Guests
- Court Proceedings (i.e. Oral Arguments for the US Court of Appeals Ninth Circuit, Supreme Court of Hawaii, and Intermediate Court of Appeals)

Restricted Time Periods

During Reading and Final Examination periods, room reservations are limited to only Faculty and Staff requests for meetings and events expecting groups of 20 people or less.

Recurring Reservations

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

Tabling

Outdoor table space in the Law School Courtyard is available for Law School related groups to reserve space to pass out information about their organization or events. Table space locations are designated spots in the Courtyard in front of Classrooms 2 or 3. Any distribution of handbills or dissemination of information, verbal or otherwise, shall be done from behind the table.

Lunch Break Scheduling

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.

Events exempt from the Lunch Break scheduling policies include informational tabling in the Courtyard and meetings in Seminar rooms with fewer than 10 people. No food or beverage may be sold or served.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch Break A</td>
<td>Professional Development</td>
<td>Open</td>
<td>Open</td>
<td>Administration/</td>
<td>Open</td>
</tr>
<tr>
<td>11:30-12:30</td>
<td>*Mandatory for 1Ls</td>
<td></td>
<td></td>
<td>Certificate Programs</td>
<td></td>
</tr>
<tr>
<td>Lunch Break B</td>
<td>Open</td>
<td>Professional Development</td>
<td>Open</td>
<td>Administration/</td>
<td>Open</td>
</tr>
<tr>
<td>12:30-1:30</td>
<td></td>
<td></td>
<td></td>
<td>Certificate Programs</td>
<td></td>
</tr>
</tbody>
</table>

On weekdays there are two, one-hour segments available for educational programming sessions, events, or meetings. Certain Lunch Break days/times slots are pre-scheduled for curriculum-based or professional development programming, and for administrative and certificate program events and meetings.

Lunch Break time slots marked “Open” are one event only, on a “first come” basis. Student organizations or certificate programs may request rooms for events during any of the “Open” time slots.