Kapi’olani Community College’s Facilities Use Guidelines are based on Chapter 13, http://www.hawaii.edu/offices/bor/adminrules/chapter13.pdf, of the University of Hawai‘i System’s BOR Administrative Rules ‘Use of University-Owned Facilities’.

**Purpose:**
Kapi’olani Community College is part of the University of Hawai‘i System responsible for post secondary education, research, and public services programs in the State of Hawai‘i. Given Kapi’olani Community College’s central location for the East-Honolulu community, Kapi’olani Community College recognizes a wide range of student, faculty, staff, and community activities that use/would like to use Kapi’olani Community College’s facilities. Although Kapi’olani Community College is a public institution, the use of facilities is to be governed by specific policies to ensure security and safety to infrastructure, students, faculty, staff, and the general public. Kapi’olani Community College does not endorse the philosophy or views of the organizations or individuals conducting or participating in approved facilities use activities. The use of facilities is designated by three categories: University Affiliated groups; Non-profit groups; and For-profit groups. Due to Kapi’olani Community College’s commitment to its community, the guidelines stated forthwith are designed to provide information to the University community and general public regarding the use/potential use of Kapi’olani Community College’s facilities.

**University Affiliated Groups:** University affiliated groups are comprised of registered students, faculty and staff, as well as groups or organizations registered with the University (student clubs, academic clubs, etc.) or groups or organizations sponsored by a University affiliated group. These individuals may use Kapi’olani Community College buildings, grounds, or both, for reasonable and nondiscriminatory practices in accordance with the policies laid forth herewith and any rental fees established by Kapi’olani Community College (http://quill.kcc.hawaii.edu/page/adminsvsforms.html).

**Non-profit Groups:** Non-profit groups are groups without University affiliation and deemed non-profit by federal and state policies. These groups may include charitable, civic, community, cultural, or educational organizations. These groups may use Kapi’olani Community College buildings, grounds, or both, for reasonable and nondiscriminatory practices in accordance with the policies laid forth herewith and any rental fees established by Kapi’olani Community College (http://quill.kcc.hawaii.edu/page/adminsvsforms.html).

**For-profit Groups:** For-profit groups are individuals or organizations that are not deemed to qualify for non-profit status according to federal or state policies and do not have University affiliation. These individuals or organizations may use Kapi’olani Community College buildings, grounds, or both, for reasonable and nondiscriminatory practices in accordance with the policies laid forth herewith and any rental fees established by Kapi’olani Community College (http://quill.kcc.hawaii.edu/page/adminsvsforms.html).
The availability of Kapi’olani Community College’s facilities for all functions other than Kapi’olani Community College’s own activities shall be strictly subject to the needs and the convenience of Kapi’olani Community College, which shall always have priority in the scheduling of facilities. In the event of conflicting demands for use of Kapi’olani Community College’s facilities by groups without University affiliation, scheduling priority shall be given to those activities which further Kapi’olani Community College purposes.

Kapi’olani Community College recognizes that the ability of individuals to freely voice opinions and ideas. As a result, Kapi’olani Community College has designated a specific area to be a Free Speech Zone. This area is a radius of 10 feet around the flag poles at the Ilima building. Although this is a Free Speech Zone, ideas or opinions that express derogatory, racially biased, or inflammatory language will not be permitted. In addition, this area is designated only for verbal expression and shall not be used for purposes of solicitation.

Individuals or groups without University affiliation will be authorized to use Kapi’olani Community College facilities after obtaining written permission from the Administrative Services office and comply with the following policies:

1. Observe established University and campus rules and policies.

2. Indemnify, defend, and hold harmless the University of Hawai‘i, Kapi’olani Community College, and the State of Hawai‘i from any liability arising out of the actions of the individual or organization, or its agents incidental to the use of facilities by the individual or organization.

3. Reimburse Kapi’olani Community College for any damage to the facilities resulting from their use.

4. Compensate Kapi’olani Community College according to the terms provided in the Agreement of Use of Kapi’olani Community College Facilities (http://quill.kcc.hawaii.edu/page/adminsvsforms.html).

5. Provide evidence of appropriate and adequate insurance protection covering property damage, personal injury, or death arising out of the use of Kapi’olani Community College facilities.
No solicitation shall be conducted in any building, structure, facility, or on any grounds, sidewalks, or streets of Kapi’olani Community College. The following activities shall not be deemed solicitations prohibited at Kapi’olani Community College:

1. Sale or offer of sale of any newspaper, magazine, or other publications by means of a vending machine in an area designated by Kapi’olani Community College.

2. Sale or offer of sale of food or drink items by means of a vending machine operated by Kapi’olani Community or its subcontractor in an area designated. Individuals and groups may apply for a waiver to sell items by contacting the Administrative Services office.

3. The operation by Kapi’olani Community College or its subcontractor of any bookstore, bank, barbershop, cafeteria, food kiosks, or other service facilities maintained for the convenience of students, faculty, or staff.

4. The collection of tuition, fees, and charges in connection with the operation of Kapi’olani Community College.

5. The collection of membership fees or dues by registered students, faculty, or staff organizations.

6. The collection of admissions fees for the exhibition of movies, speakers, or other programs that are conducted or sponsored by Kapi’olani Community College or a registered student, faculty, or staff organization.

7. Fundraising activities sponsored by and intended to support registered student, faculty, or staff organizations.

8. Fundraising activities sponsored or co-sponsored by Kapi’olani Community College.