

## **Hale Halawai**

**Building Hours: 8:00 a.m. - 1:00 a.m.**

1. Building is for exclusive use of East-West Center staff and participants. Guests must be accompanied by their East-West Center host/hostess at all times.
2. Reservations for functions must be made at least 48 hours in advance and will only be approved during office hours at the Facilities Office located on the ground level at the Ewa end of Hale Mānoa.
3. Building Usage (**includes the lanai and fenced-in back lawn**):
  - For group activities, function must be an official East-West Center activity with advance approval by the Facilities Office. Acceptable functions are:
    - EWCPA or student orientation activity approved/verified by Education Program
    - Center-wide reception/party/meeting for staff and participants
    - EWC program/conference reception (confirmed 3 months in advance)
    - EWC cultural event sponsored by the Arts Program
    - Staff wellness activity approved by Human Resources (confirmed 1 month in advance)
  - When the building is not reserved for an approved function (check notice board near entrance to Hale Halawai), EWC participants and staff can use the building as an informal gathering place. Individuals may not use the facility for personal meetings, parties, classes, practices, group meetings/functions, government/business requests, professional organization functions, and other activities that would deter others from using the facility.
4. Food and refreshments may be served, however proper precautions should be taken, including proper food handling. All spills should be cleaned up promptly. At end of function, trash bags should be tied closed at the top and placed in the dumpster located adjacent to the Burns Hall parking lot.
5. The Center is unable to assume liability for accidents resulting from the use of alcohol at Center facilities or activities. For this reason, the sale, serving, and consumption of alcoholic beverages are prohibited unless provided by a commercial vendor who has a liquor license and sufficient liability insurance.
6. Activity should not unreasonably disrupt neighboring buildings and residences. Use good judgment and apply common courtesy with regards to the level of noise (boom boxes, loud conversations, singing, etc.) and guest behavior. Failure to comply with noise/guest behavior concerns may result in the early termination of the event.

Outdoor Hours: Weekdays, 8:00 a.m. - 10:00 p.m.; Weekends and Holidays, 8:00 a.m. - Midnight; and, No noise-generating activities will be allowed during UH exam weeks.
7. Depending on the nature of the activity and size of the group, appropriate safety and security measures should be taken. In particular, appropriate adult supervision must be provided at all times for functions including children.
8. Smoking is not allowed in or around Hale Halawai.
9. Do not feed the cats as they will be accustomed to approaching the building for handouts at functions.
10. The East-West Center will not be held responsible for any injuries or losses.

**This is your building so please take care of it! Clean up after yourselves. Report any problems to the Facilities Office. If you are the last person leaving, make sure the building is properly secured (doors locked, appliances disconnected, lights turned off, etc.). Authorized persons should use their own fob key to enter the building.**

**Emergencies – Contact Hale Manoa desk at x7960**