

## Student Lounge Policy

The purpose of the Student Lounge is to provide a safe space for students to socialize, study, and retreat before, during, or after classes. It is a popular facility and is centrally located on the campus. Food/beverages are allowed and it provides comfortable furniture for students to relax on. The Student Life Office would still like to provide the Lounge as an event space for faculty, staff, and student organizations within the following guidelines:

### Restrictions:

1. The Student Lounge must be open for students during the Student Lounge hours:  
<http://studentlife.leeward.hawaii.edu/content/student-lounge>
2. The Lounge cannot be closed for an event except for the following:
  - a. University of Hawai'i Board of Regents gathering
  - b. State of Hawai'i sanctioned activities
  - c. Dean of Student Services and Student Life Coordinator approved events
3. Approval is needed to post flyers on the Student Lounge windows.
  - a. To utilize the plastic sign holders for your events held in the Lounge, please submit two 8.5"x 11" flyers to the Student Life Office. Maximum posting of 2 weeks prior to the event.
  - b. Flyers may be posted on the wall for event day only with **blue painters tape only**. Any other tape is prohibited. Taping flyers to the windows is prohibited.

### Planning an event in the Student Lounge during Student Lounge hours:

1. To request the Student Lounge, complete the Facilities Request Form and submit to the Student Life office.  
<http://www.leeward.hawaii.edu/files/AdminServices/Facilities/FacilitiesReqInternalAdminServicesFillable.pdf>
2. The Student Life Coordinator will contact you to meet with a Student Life employee to discuss your event in detail and collaboratively arrange the Lounge to accommodate your event and still maintain space for the student users.
3. After the agreement, the Student Life Coordinator will send the approved form to the Facilities Coordinator.

### Logistics and the Student Lounge:

1. All logistics for the event must be made by the requestor to Operations & Maintenance (O&M), Educational Media Center (EMC), etc.
2. The room must be reset before the Student Lounge opens the next day unless otherwise specified between requestor and the Student Life Coordinator. Please see diagram attached. Copies of the diagram are also located on the Student Lounge Staff Desk.
3. If the event is after hours, the trash must be taken to the dumpster located near the loading dock, Ewa side of the Campus Center.
4. The Student Lounge Staff desk and chair cannot be moved unless approved by the Student Life Coordinator.
5. The ping pong table and hockey table cannot be moved unless approved by the Student Life Coordinator.
6. All table casters (wheels) are in the LOCK position. Please unlock the casters before moving the tables.