

HALE HALAWAI APPROVED USES

Hale Halawai was designed to serve the East-West Center community as a gathering place for social and cultural events. East-West Center Participants Association (EWCPA) organized activities have priority, but it is also available for other official EWC activities.

Hale Halawai is not intended as an alternative to other meeting spaces in Burns Hall and Jefferson Hall/Imin International Conference Center. Meetings and conferences related to EWC programs should reserve appropriate space in those buildings.

When not reserved, Hale Halawai is available to EWC participants for informal gathering during day and evening hours. The building closes at 1 a.m. daily.

Because Hale Halawai is an integral element in building and sustaining the EWC community all activities are expected to be **inclusive** – open to all members of the community; individual, exclusive, and non-EWC functions are not permitted. Examples of **unauthorized** use of Hale Halawai include:

- Private parties or meetings
- UH-related functions
- Course instruction or meetings
- Activities for the benefit of a single group
- Individual requests by participant or staff
- Alumni requests
- Friends of the EWC requests
- Burns Hall tenant requests
- Outside requests from community groups (religious, national/ethnic group, etc.); government agencies; business or professional organizations

All EWCPA activities at Hale Halawai require a reservation which is contingent upon approval by the EWC Education Program. EWCPA activities must be approved by the EWCPA board. The EWCPA Activities Coordinator must first confirm the availability of Hale Halawai and then complete a Memorandum Form for the activity which requires the approval signatures of the EWCPA President and Treasurer, and an Activities Request Form which requires the approval signatures of five board members. The Activities Coordinator then completes a EWC Facility Request Form for Hale Halawai. These forms are available through the Education Program Office. The Activities Coordinator must submit all three completed documents to the EWC Education Program for approval.

Additional guidelines regarding use of Hale Halawai are available from the Facilities Office at the 'Ewa end of Hale Manoa.