



## **Room Reservation Policies and Procedures**

The Law Library allows limited use of its rooms for educational use only to groups of three or more which are officially affiliated with the School of Law. Reservations are accepted throughout the year and may be made for up to two consecutive hours at a time. Reservations should be made 48 hours in advance of need. The Law Library reserves the right to revoke this privilege at any time.

Law Library rooms are configured for classroom or training use. 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 door. Trash should be discarded outside of the library, especially as there is no custodial service until the following day (especially critical for weekend events).

Requestor is responsible for arranging equipment or associated facility needs (AV & technical needs)

Storage of personal items in rooms is not allowed.

The Law School Library rooms are used by law students on a first come, first serve basis and all students have access to all rooms at the Law Library during and after regular business hours.

Room reservations are posted on the online room reservation calendar and the room door.

Room 119 cannot be reserved and is for use by Moot Court teams. Moot Court teams use room 119 to prepare for Moot Court competition.

Any emergency issues should be reported immediately to UH Manoa Campus Security at 956-6911.

### Reservation Requests

All space requests must be submitted online via the William S. Richardson School of Law Room Reservations Form at

**<https://library.law.hawaii.edu/library-room-reservation/>**

Room use and availability can be viewed through room calendars. It is recommended that requestors check the availability of the room desired at the preferred time before making a request.

Requests are processed by the Public Services Manager in the order in which they are received.

A room reservation request will be confirmed or denied by the Public Services Manager via email.

Some requests are subject to final approval by the Law Library Director.

### Cancellations or Changes to a Request

Cancellations or changes to request cannot be done online. Please contact Lynette Rudolfo at [rudolfo@hawaii.edu](mailto:rudolfo@hawaii.edu) or by phone, 956-5581.