

## **East-West Center Guidelines for Resident Use of Public Spaces**

Hale Manoa, Hale Kuahine, Hale Halawai and Friendship Circle all offer spaces for group gatherings. The rules governing use of these areas vary owing to the type and location of the space. In general, however, they are intended for the use of dormitory residents and their guests. Guests must be accompanied by their resident host at all times. Please keep in mind that alcohol consumption is prohibited in public spaces and that smoking is prohibited in all East-West Center buildings.

### **Hale Manoa**

There are three types of “lounge” areas in the building: restricted access, TV, and the ground floor lounge.

**Restricted access lounges** (601, 914, 1214) are intended for study sessions and small social gatherings, and require a reservation made through the front desk where the key is obtained. Reservations are made in 4-hour blocks and cannot be made more than two weeks in advance. Hours and restrictions governing the use of these lounges are available at the front desk and are posted in the lounges.

**TV lounges** are located on each of the four common floors. These areas are open and available 24 hours/day. Television viewing generally follows a first-come-first-choice protocol, but negotiated arrangements that honor the principals of mutual consideration are encouraged.

The **ground floor lounge** is used primarily for reading and study. However it may be reserved for official EWC functions that must be open to the residential population. Guidelines regulating reserved use of the ground floor lounge are available from the Facilities Office at the ‘Ewa end of Hale Manoa.

### **Hale Kuahine**

HK has four types of public spaces: TV lounge, reading lounge and “Green Room” on the ground floor as well as lounges in each residential unit.

Guidelines governing the use of the ground floor **TV and reading lounges** are similar to Hale Manoa.

The “**Green Room**” can be reserved through the front desk for gatherings of up to 30 people for study or social gatherings. However, owing to the acoustical circumstances of the location special attention must be paid to noise levels and the impact on residents. Hours and restrictions are available at the front desk and are posted in the Green Room.

### **Hale Kuahine** *(continued)*

**Residential lounges** are intended for the informal use of the residents of the particular unit.

The HK courtyard may also be used for small informal gatherings but, like the Green Room, is subject to the imposition of noise standards.

### **Hale Halawai**

This building and its grounds are intended to serve both EWC students and staff as a setting for inclusive social/cultural activities of up to 60 people. Functions must be official EWC-approved activities. The facility may not be used for private parties or to host non-EWC events. The building is available for informal student gatherings whenever the building is not reserved. Existing reservations are posted adjacent to the entry door. Rules and hours are available from the Facilities Office. Reservations must be made at least 48 hours in advance at the Facilities Office (Hale Manoa) and will only be processed during office hours.

All EWCPA activities at Hale Halawai require a reservation which is contingent upon approval by the EWC Education Program. In this regard, a EWCPA Activities Form, an activity Memorandum Form, and a EWC Facility Request Form must be approved first by the EWCPA board and then by the EWC Education Program. All three documents are available from the Education Program Office.

### **Friendship Circle**

The purpose of this area and guidelines regulating its use are similar to Hale Halawai. This space can be reserved for groups of up to 150 for official EWC-approved activities. Requests for reservations must be submitted at least 48 hours in advance through the Facilities Office. Like Hale Halawai, the form is available from the office or on-line.

### **Imin International Conference Center (including the Lanai and Japanese Garden)**

For events and gatherings too large to be accommodated in the spaces listed above, the East-West Center offers meeting space, for a fee, at the Imin International Conference Center. Please contact Cathy Hirano, Conference Coordinator at 808-944-7159, or [Hiranoc@EastWestCenter.org](mailto:Hiranoc@EastWestCenter.org) to inquire about availability and room rental charges.