

## HALE HĀLĀWAI APPROVED USES

Hale Hālāwai 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 Hālāwai 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 Hālāwai is available to EWC participants for informal gathering during day and evening hours. Use is first come, first served, and shared use is expected. Thus, even if someone is already using the facility, it does not preclude others from using it if the activities can take place at the same time. The building closes at 1 a.m. daily.

Because Hale Hālāwai 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 Hālāwai 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 Hālāwai require a reservation which is contingent upon approval by the EWC Education Program.** EWCPA activities must be approved by the EWCPA board following the procedures on the Activity Request Form: [EWCPA Activities Request Instructions 2021-2022 \(ewcparticipantinfo.org\)](https://ewcpa.org/activities/request-instructions-2021-2022)

If you have any questions about the appropriate use of Hale Hālāwai for an event or gathering, please ask your Program Coordinator or any Education Program staff.