

Ka'iwakīloumoku – Pacific Indigenous Institute

How to Reserve Procedures

1 Contact Jamie Fong, Center Manager at (808) 842-8655 or via email at jafong@ksbe.edu to provide the following information:

- Name of organization
- Name and contact information of the requestor
- Brief description of activities and purpose of event
 - Meeting, presentation, workshop, demonstration, instruction, performance, ceremony, etc.
 - Conference, retreat, ceremony, observance, special visitors, etc.
- Date and Timeframe
 - Event start and end times
 - Set up and clean up times
 - Deadlines for services
- Number of Guests
 - Special assistance required?

2 Once the details are reviewed and cleared, the facility coordinator will issue a conditional approval. Activities that are comprised of primarily non-KS employees/students may require the following forms which must be submitted no later than 14 days prior to the event:

- Indemnity & Waiver Agreement
- Certificate of Liability Insurance
- Facilities Use Request Form
 - If there are changes/modifications to the information on the Facility Use Request, you must contact the facility coordinator immediately for confirmation, including cancellations.

3 While there is no fee for use of the Center, there may be charges for special KS services (i.e. Security, FLIK food services, etc.).

4 Hours Available for Facility Use:

- Monday through Saturday, 7am–9pm
- Facility is not available on Sundays

5 **Ka'iwakīloumoku Meeting Spaces**

Due to social distancing measures established in response to the current COVID-19 outbreak, the Center has made adjustments to the maximum capacity allowed per space, as reflected below.

Room Name – normal operating capacities
[adjusted social distancing capacities]

UPPER LEVEL

Myron Pinky Thompson Hale (Hale Mana)

- Kākuhihewa Conference Room – 10 [5]
- Māweke Mo'olelo Room – 15 [5]
- Star Compass – 50 [20]

Ululani Hale (assembly hall) – 675 [70]

- Ululani Hale 'Ewa (adjacent to instructional kitchen) – 225 [20]
- Ululani Hale Waena (projection capability) – 225 [30]
- Ululani Hale Waikīkī – 225 [20]

Kūkulu O Kahiki (courtyard) – 675 [80]

LOWER LEVEL

'Ōlauniu Room (meeting space w/ TV & LCD projector) – 20 [10]

Niuhelawai Room (meeting space w/ TV & LCD projector) – 20 [10]