

APPLICATION TO USE SUPREME COURT LAW LIBRARY (SCLL) MEETING SPACE

Must be submitted at least one (1) week in advance

Name of Agency/Organization _____

Address of Agency/Organization _____

Name of Contact Person _____

Phone Number _____ Email _____

Date of Use _____ Time: ☐ 9 am -12 pm and/or ☐ 1 pm - 4pm

Brief Description of Activity _____

Expected Number of People to Attend (6 people maximum) _____

I hereby certify that the above information is accurate, that I have reviewed the *Conditions for Use of SCLL Meeting Space* information, and I am duly authorized to represent the above organization.

The undersigned, individually and on behalf of his/her organization (if applicable), their officers, directors, members, agents, employees, successors, assigns, and heirs, jointly and severally agree to indemnify and hold harmless the Judiciary, State of Hawaii against any and all loss, liability, demands, claims, suits, actions or proceedings of every name, character and description which may be suffered or incurred by or brought against the Judiciary, State of Hawaii, for or on account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the SCLL meeting space by the undersigned individual, group and/or organization.

I understand that all Hawai'i state and county laws, ordinances and rules must be complied with. In the event any damage to the building, its appurtenances or grounds or any damage or loss of equipment occurs which is related to this use of the meeting space, the organization and the authorized representative of the organization named above will be jointly responsible for charges for such damage/loss. I understand that the Hawai'i State Judiciary is merely allowing the use of the meeting space and is not endorsing or affiliated with this use. I understand that we, (the agency/organization and contact person using the meeting space) shall not deny to anyone admittance or access to the meeting space on the basis of race, religion, color, national origin, sex; including gender identity or expression, sexual orientation, age, disability, ancestry, or marital status. We accept these conditions and will not deny use of the meeting space on any of the above.

Date

Signature of Contact Person

RECOMMENDED ACTION:

COST _____

☐ APPROVED

☐ APPROVED with the following revision(s)

☐ DISAPPROVED

ACTION:

☐ APPROVED

☐ DISAPPROVED

DIVISION HEAD

DATE

ADMINISTRATIVE DIRECTOR OF THE COURTS

DATE

CONDITIONS FOR USE OF SCLL MEETING SPACE

Use of the meeting space shall not disrupt the normal operations of the Supreme Court Law Library. Please refer to the Library's *Rules and Regulations* for additional detail.

The cost for meeting space use is as follows:

- No charge for government agencies
- \$15 flat rate for up to 3 hours: non-profit activities/organizations
- \$75 flat rate for up to 3 hours: for-profit activities/organizations

Reservations for use of the meeting space shall be made by the contact person at least one (1) week in advance. After final approval/non-approval, contact person will be notified by library staff. Payment required prior to the scheduled use of the meeting space.

In-person payment: cash, check, cashier's check or money order

Mailed payment: check, cashier's check or money order (no cash accepted by mail)

Make checks/money order payable to: *Supreme Court Law Library*

Mail payment to: *Supreme Court Law Library, 417 S. King St., Rm. 119, Honolulu, HI 96813*

If the meeting space needs cleaning and/or trash removed after use, the agency/organization and contact person may be denied future use of the meeting space and/or physical use of the Supreme Court Law Library.

Meeting space can be utilized up to 15 minutes before or 15 minutes after reservation time for set-up and clean-up related to meeting activities. All individuals must vacate the meeting space no later than 15 minutes after the end of the scheduled reservation time.

Meeting space reservation includes use of tables, chairs, and access to an electrical outlet for use of approved electronic devices. Approved electronic devices are limited to:

- Laptop computers
- Mobile phones
- Tablets, i.e., iPad, Kindle, etc.

Users of the meeting space should ensure the following:

- Lights in the meeting space area to be turned off
- Meeting space to be left as found when entering

Prohibited activities:

- Use of Hawai'i State Judiciary landline phone in the meeting space
- Rearranging furniture
- Consumption of food and beverages (sealed water bottles allowed)