POLICIES - We do not provide publicity, ticketing, or printing services. Premises shall be returned to the University upon expiration of the terms in good order and clean condition. No alterations may be made without the expressed approval of the University. User must clearly indicate in all promotional material that the program or activity is neither sponsored nor endorsed by the University of Hawai‘i. The User will take full responsibility for: (1) any special preparation of facilities; (2) not blocking access to entrances/exits/stairwells anywhere in building; (3) restocking furniture and equipment, including theatrical lighting fixtures; (4) cleaning all areas used and disposing of trash; (5) preventing use of intoxicants on the premises; (6) observing and informing audience of campus-wide "No Smoking" (including e-cigarettes and chewing tobacco) ban; (7) preventing games of chance on the premises; (8) maintaining law and order; (9) turning off equipment and lights in rooms, hallways, and restrooms before leaving; (10) ensuring that persons working on and attending this function park in AUTHORIZED parking stalls only; (11) not placing tripods in rows with audience; (12) providing two ticket takers and two ushers for each performance; (13) announcing to audience that there is no flash photography allowed. WCC will not be responsible for items left in the theatre overnight.

FOOD/DRINK/CONCESSIONS - University policy prohibits non UH-affiliated organizations from selling/soliciting anything other than an admission ticket on campus. This includes the selling or pre-selling of food and/or merchandise, and soliciting donations of any kind. Food and drink (other than non-glass bottled water) is prohibited onstage, in the auditorium, in lobbies, and in classrooms. Permission may be obtained for food/drink in designated backstage areas.

INSURANCE* - The USER shall provide, at least 30 days prior to event, a Certificate of Insurance maintained throughout the period of use under this agreement for liability insurance in the amount of at least one million dollars ($1,000,000) for bodily injury liability arising out of each occurrence and in the amount of at least one million dollars ($1,000,000) for property damage liability arising out of each occurrence. The University of Hawai‘i and the State of Hawai‘i, and their officers, employees and agents must be listed as Additional Insured under the policy. *State of Hawai‘i organizations exempt.

DEPOSIT - Date(s) must be secured with a deposit. The deposit will not be refunded if the event is canceled with less than 30 days notice.

INVOICING - After your event you will receive a billing worksheet consisting of facility use charges, labor charges, and any equipment charges, minus your deposit. Upon your approval of the worksheet you will receive an invoice with payment due 30 days after your final event date.