Law Library Room Use Policy

The Law Library allows limited use of its rooms for educational use only to groups officially affiliated with the School of Law or other recognized educational institutions under the University of Hawai‘i system. Because of the lack of space and concern for the needs of the School of Law, the Library reserves the right to revoke this privilege at any time. Permission may be granted when use of the rooms does not result in undue inconvenience and disruption to our primary Library patrons.

The requestor is responsible for the appropriate use of the room(s) and for restoring the rooms to their pre-use condition: removal of trash, returning chairs/tables/furniture to their original configurations, erasing chalkboards/whiteboards, and ensuring that the doors are closed/locked.

Law Library rooms are configured for classroom or training use. Tables and chairs may be moved, but they should be returned to their original configurations upon conclusion. Please discard trash outside of the library, especially as there is no custodial service until the following day (especially critical for weekend events).

**Requestor is responsible for arranging equipment or associated facility needs (AV & technical needs)**

The Law School Library rooms are used by law students on a first come first serve basis and all students have access to all rooms at the Law Library during and after regular business hours.

Room requests should be submitted at least two business days prior to reservation and submitted online via the Library Room Reservation Form [https://www.law.hawaii.edu/form/library-room-reservation-form-0](https://www.law.hawaii.edu/form/library-room-reservation-form-0)

Law Library room reservation request must be:

- Curriculum related
- Organizational related
- All other reservations must be approved by the Library Director

Room reservations are posted on the door.

Cancellations or changes to request cannot be done online. Please email Lynette Rudolfo at rudolfo@hawaii.edu.

Any emergency issues should be reported immediately to UH Manoa Campus Security at 956-6911.

Please contact Lynette Rudolfo if you have any questions: email: rudolfo@hawaii.edu  Phone: 956-5581

[Room Reservation Form](https://www.law.hawaii.edu/form/library-room-reservation-form-0)