FAQ for Campus Center Meeting and Event Services (CCMES) Procedures for Registered Independent Organizations (RIOs)

What is Campus Center Meeting and Event Services (CCMES)?
Campus Center Meeting and Event Services (CCMES) handles all the room and table reservations for the Campus Center building and Hemenway Hall building, including Campus Center Courtyard and Hemenway Courtyard. CCMES can also rent out equipment to be used at other locations on campus.

What services can RIOs utilize at Campus Center Meeting and Event Services?
- Room reservations for RIO meetings or event.
- Table reservations to help advertise your RIO.
- Equipment rental for using equipment at other locations on campus (outside of Campus Center and Hemenway Hall).
- To obtain approval for the Facilities Usage Form. The Facilities Usage Form is to be used when RIOs want to reserve rooms on UH campus, but at a room outside of Campus Center/Hemenway Hall.

How do you reserve rooms?
All room reservations are done online at http://hawaii.edu/campuscenter/services/me.html
- Click “here” for Online Reservations
- Scroll over the "My Account" heading.
  Click on "Create An Account"
  ***IMPORTANT: Please indicated what group you are affiliated with in the "Notes" section of the form.
  You will receive an email when your account is approved.
  Once approved, you may return to the same site and instead of creating an account you would click on "Log In"
  ***IMPORTANT: When logging in be sure to include your full email address including the @hawaii.edu extension or whatever your extension is.

In order to be approved for an account, you must be one of the 6 authorized members of the RIO.

More information about room reservations:
- If you would like to reserve a room or table for a date that is occurring within two days, you will need to stop by the CCMES office at CC 209 to fill out a form and make the reservation.
- Room reservations are taken on a first-come, first-serve basis.
- RIOs need to re-register (including submitting proper application and required documents and attending the RIO Orientation) by September 30th each year. If re-registration does not occur, any room reservations placed in the reservation system will automatically be deleted on Oct. 1st.

How much does it cost to reserve a room or table?
See website: http://www.hawaii.edu/campuscenter/services/me.html

Can I bring food for my events?
Yes. Manoa Dining Services Catering can assist with your food service needs. Their menu is available online at: http://www.uhmdining.com/catering.html They can be reached at #: 956-2186 or catering@hawaii.edu. Their office is also located in the same office as CCMES, room CC 209.

Updated 07-23-13
If you would like to bring food other than Manoa Dining Services Catering, there is a “Request to Serve/Sell Food On-Campus” form that needs to be turned in. An outside food fee may be applied.

**Can I post flyers/banners at Campus Center or Hemenway Hall to advertise my RIO events?**

CCMES will post any flyers/banners for your RIO. There is a poster request form and banner request form in the CCMES office. Fill these out and leave the flyers and banners with CCMES for posting.

For posters – a total of three flyers can be posted in the bulletin board casings located: (1) 1st floor - across from the ATMs, (2) 2nd floor – diagonal from University of Hawaii Federal Credit Union (UHFCU), at the bottom of the stairs that leads to the 3rd floor, and (3) 2nd floor – inside Food Court Dining as you enter, hang a right; board is on the left wall

For banners – a total of two banners per event can be hung in and around Campus Center. Spots are designated around Campus Center and groups can choose the spot they want, based on available space, when they turn in the banner form.

Events being advertised on posters and banners need to be open to all UH students.

**What are the room/table use policies?**

*See website: [http://www.hawaii.edu/campuscenter/services/me.html](http://www.hawaii.edu/campuscenter/services/me.html)*